Jarvis Christian College
Substantive Change Policy

When Jarvis Christian College has a significant modification or expansion of its nature and scope a substantive change review is required. The College will notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for an appropriate review prior to the initiation of the change(s).

If the College discovers an unreported substantive change, the College will take immediate action to submit the unreported substantive change in its required format (notification letter, prospectus, etc.) to the SACSCOC President prior to formal reviews by the Commission on Colleges.

Definition of substantive change

Substantive changes include the following:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
• The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program

• The establishment of a branch campus

• Closing a program, off-campus site, branch campus or institution

• Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution

• Acquiring another institution or a program or location of another institution

• Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution

• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs

**Procedure for reporting substantive changes**

To establish a pattern of approval prior to the initiation of changes, or to submit an unreported substantive change, the procedure for reporting and notifying the Commission on Colleges of substantive changes follows:

• A substantive change report is initiated in the respective College Unit (academic affairs, finance and administration, institutional advancement and development, institutional effectiveness, student services) and submitted to the respective unit vice president.
  
  o If the change is academic in nature, the report is submitted to the Curriculum Committee for review and approval, then forwarded to the Faculty Governance for review and approval

  o If the change is non-academic in nature, it is presented directly to the Office of the President by the respective vice president
• The unit vice president submits the request to the Office of the President to be presented in the President’s Executive Cabinet (PEC) for review and approval

• The Office of the President submits the substantive change request to the Board of Trustees for review and approval

• Once approved by the Board of Trustees the request, in its required format, is submitted to the Office of the Accreditation Liaison.

• The Office of the Accreditation Liaison sends the request, in its required format, to the Commission on Colleges for review and final approval.