

University of Holy Cross

Commission on Colleges Substantive Change Reporting Policy*

In effort to comply with our institutional responsibility “to follow the substantive change procedures of the Committee [on Colleges] and inform the Commission of such changes” in accord with general Commission on Colleges policies and procedures, University of Holy Cross (UHC) has developed the following guidelines requiring timely notification and inquiry of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- The UHC SACSCOC Liaison, in consultation with the Provost, serves as the primary interpreter of the guidelines and procedures of the Commission on Colleges pertaining to substantive changes. He/she will garner the assistance of the appropriate Dean and/or Chair in conducting such necessary interpretations.
- The Academic and Graduate Councils aid in the examination of all academic proposals in regard to whether any constitutes a substantive change according to Commission policies. If the Council finds, after consultation with the SACSCOC Liaison and Provost, that any proposal constitutes a substantive change, or might constitute a substantive change, it will recommend, upon approval of the proposal, that a notation of possible substantive change be included with the proposal as it is forwarded to the Faculty Assembly, the President, and the Board of Trustees for approval. This notice will include the correct Commission procedure applicable to this category of substantive change.
- If such is the case, the appropriate program faculty, Chair, and Dean, in consultation with the SACSCOC Liaison and Provost, will create all necessary documents, including an extensive prospectus of the new program, for submission to the Commission on Colleges in a timely manner after the President and the Board of Trustees approve the program proposals.
- The University of Holy Cross SACSCOC liaison will consult with the appropriate SACSCOC Vice President in alerting the Commission that a substantive change request or inquiry is likely to be sent.
- The President, in consultation with the SACSCOC Liaison, Provost, and Board of Trustees, will make the final decision on notification to the Commission on all substantive changes. The SACSCOC Liaison will write the appropriate official notification letter to be forwarded to the Commission on Colleges as soon after Board approval as is possible, in accordance with the following Commission procedures:
 - **Procedure One** for the Review for Substantive Changes Requiring *Notification and Approval Prior to Implementation*

- **Procedure Two** for the Review of Substantive Changes Requiring *Only Notification Prior to Implementation*
- **Procedure Three** for the Review and Approval of *Consolidations/Mergers*

This policy applies to all substantive changes, including but not limited to, 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 programs of study at a degree or credential level different from that which is included in the institutions' 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 a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another 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 institutions programs

*Notes:

1. Adapted from SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES: Policy Statement, Revised June 2009, Edited August 18, 2011.
2. Originally adopted by the Interim President's Cabinet of University of Holy Cross on May 24, 2012. Revised to reflect the Institution's name change on April 28, 2016.