

1. Purpose

The purpose of this policy is to ensure Christendom College's compliance with SACSCOC's Comprehensive Standard 14.2 (Substantive Change).

2. Policy

Christendom College shall notify and provide appropriate documentation to SACSCOC of substantive changes that are significant modifications or expansions in the nature and scope of the college. SACSCOC shall be informed of such changes according to the procedures set out in its Substantive Change Policy and Procedures and delineated in the Procedures section below.

3. Responsibilities

The Executive Vice President (EVP) and Vice President for Academic Affairs (VPAA), in consultation with the College's SACSCOC Institutional Liaison, shall be responsible for monitoring compliance with procedures consistent with this policy and with applicable SACSCOC policies and procedures. The SACSCOC Liaison shall be responsible for sending the annual evaluation for substantive change survey and for ensuring that procedures for reporting substantive change comply with the requirements set forth in the SACSCOC Substantive Change Policy and Procedures statement.

4. Procedures

4.1 Some of the procedures qualifying as substantive change are listed below.

- any change in established mission or objectives of institution
- change in legal status, form of control, ownership of institution
- addition of courses/programs representing significant departure, in content or mode of delivery, from those offered at last evaluation
- addition of courses/programs at a degree or credential level different from current reaffirmation
- change from clock hours to credit hours
- substantial increase in number of clock/credit hours awarded for successful completion of program
- establishment of an additional location apart from main campus at which at least 50% of an educational program is offered
- establishment of a branch campus
- closing a program, off-campus site, branch campus, institution
- entering into collaborative arrangement such as dual degree program or joint degree program with another institution
- acquiring another institution or program or location of another institution

4.2 The College's SACSCOC Liaison will survey all appropriate College representatives every February using the Substantive Change Evaluation Survey (see attached) and inform the EVP and VPAA of results.

4.3 The EVP and VPAA will review any potential substantive changes and will inform the College's SACSCOC Liaison and the President of any potential substantive change.

4.4 The EVP working with the College's SACSCOC Liaison and President will prepare any required letters of notification and/or prospectus for SACSCOC within the required timeframe.

4.5 The College's SACSCOC Liaison will review the SACSCOC Substantive Change Policy and Procedures in February each year. The SACSCOC Liaison will then report results of the review to the President to include: 1) the impact of any policy changes on all units of the College, 2) a review of the appropriate notification and/or approval procedures undertaken, 3) a review of follow-up actions required by SACSCOC, and 4) a review of all required notifications and/or approvals and their respective timelines as prescribed by SACSCOC.

5. References

SACSCOC Substantive Change Policy and Procedures (revised March 2021)

SACSCOC Resource Manual for The Principles of Accreditation, third edition, 2018

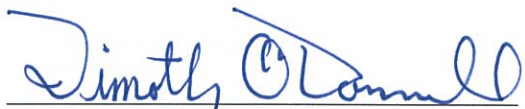
6. Review Periodicity and Responsibility

SACSCOC Liaison shall review this policy in February of each year and, if necessary, recommend revisions.

7. Effective Date and Approval

This policy is effective upon its approval by the College President on DATE.

Policy Approved:



Timothy O'Donnell, PhD

President, Christendom College

8. Review and Revision History

The initial version of this policy was approved by the Executive Council on: 10/14/21