



Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 1.6.2ADR

Responsible Office(s): Office of the Provost

Effective: August 31, 2023

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Substantive Changes

Statement

Institutional Accreditors, such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), require prior notification and, in some cases, prior approval of changes they deem substantive. Failure to provide the required notification or to seek approval from the accrediting body can cause the University to be considered non-compliant and can result in sanctions; therefore, Eastern Kentucky University has established this policy to ensure compliance with the relevant principles of accreditation. This policy ensures that substantive changes are identified, the required notifications are made, and approvals are sought.

Before initiating any substantive changes, the unit initiating the change must notify the SACSCOC Liaison/Officer, as soon as such a change is considered. Additionally, the SACSCOC Liaison/Officer will review each proposal made to the Council on Academic Affairs (CAA) to determine if it should be considered a substantive change.

In the event of a dispute as to whether a proposed change is considered substantive, the final review of the proposed change will be the responsibility of the Provost and Senior Vice President for Academic Affairs.

Institutional Changes

Institutional Changes which require notification or approval include, but are not limited to, the following:

- Change in Measure of Student Progress to Completion
- Competency-based Education by Course/Credit-based Approach
- Distance Education
- Governance Change
- Institution Closure or Relocation

- Institution, Program, or Location Acquisition
- Institutional Contingency Teach-out Plan
- Level Change
- Merger/Consolidation
- Mission Change
- Ownership, Means of Control, or Legal Status Change

Off-Campus Instructional Site/Location Changes

Off-Campus Instructional Site/Location Changes which require notification or approval include, but are not limited to, the following:

- Off-campus Instructional Site Definitions and Guidelines
- Off-campus Instructional Site
- Off-campus Instructional Site Relocation
- Off-campus Instructional Site Name or Address Change
- Off-campus Instructional Site Closure

Program Changes

Program Changes which require notification or approval include, but are not limited to, the following:

- Clock-Credit Hour Conversion
- Competency-based Education by Direct Assessment
- Cooperative Academic Arrangement
- Correspondence Education
- Dual Academic Award
- Joint Academic Award
- Method of Delivery
- New Program
- Program Closure
- Program Designed for Prior Learning
- Program Length Change
- Program Re-open

Entities Affected

- All University employees

Procedures

1. Departmental and divisional leadership and academic and administrative officers (“designee”) with known or possible substantive changes should notify the SACSCOC Liaison/Officer in writing that a change is being considered. Notification should include a detailed description of the change and a proposed timeline for the planned implementation of the change. Designees should be mindful that they are responsible for informing the SACSCOC Liaison/Officer of potential substantive changes in a timely manner to ensure the institution can comply with SACSCOC or other accreditor processes.
2. The SACSCOC Liaison/Officer will review the written request and determine whether a change is substantive, in consultation with a SACSCOC staff member as needed, and will notify the designee and the departmental or divisional leadership as appropriate.
3. Once the designee has consulted with the SACSCOC Liaison/Officer and the substantive change request is approved, they will work together with the SACSCOC Liaison/Officer to prepare and submit the Letter of Notification and/or prospectus document to SACSCOC.
4. The SACSCOC Liaison/Officer will work with the designee and all other relevant parties to develop an action plan that will strive for adherence to the accrediting body’s regulations
5. The SACSCOC Liaison/Officer will notify SACSCOC of substantive changes at the time and in the manner determined by the SACSCOC policy. Notification to program accrediting bodies will be made according to their regulations.
6. The SACSCOC Liaison/Officer will annually distribute this Regulation to academic and administrative officers of the University. Additionally, SACSCOC procedures and related documents shall be regularly reviewed by the SACSCOC Liaison/Officer to ensure the University is compliant.

Definitions

- **Notification (per SACSCOC):** Notification constitutes a letter from the institution to SACSCOC summarizing the proposed change.
- **Off-campus site:** Any location not on Richmond campus.
- **On-campus site:** The Richmond, Kentucky main campus.

- **Substantive Change (per SACSCOC):** A significant modification or expansion of the nature and scope of an accredited institution.

Responsibilities

- SACSCOC Liaison/ Officer
 - Responsible for timely reporting of a substantive change to the SACSCOC in accordance with requirements of the regulation
 - Responsible for annually distributing EKU's Substantive Change regulation to academic and administrative officers
- University departmental and divisional leadership
 - Responsible for informing the SACSCOC Liaison/Officer of any potential substantive changes in a timely fashion

Violations of the Regulation

All University employees should be aware of the potential hardship the University may face if the procedures listed above are not followed and the University's accreditation status is placed in jeopardy. Failure to comply with this Regulation with regard to the Southern Association of Colleges and Schools, and other accreditation bodies, could result in serious consequences for the University. The University may be penalized in accordance with SACSCOC policies, which may include sanctions and fines, or the institution losing its Title IV funding.

Regulation Adoption Review and Approval

Regulation Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
August 31, 2023	President	Approved
June 4, 2012	Executive Assistant to the Provost	Editorial Revision

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
June 28, 2007	Board of Regents	Adopted
June 8, 2007	Provost Council	Approved