



**Policy No. 1-10**

**Subject: SACSCOC Substantive Change Policy Compliance**

Last Revised: 05/04/2023

Historical Status: 08/2012

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	Accreditation Liaison	College President	VCCS Policy Section 8.1

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to submit substantive change prospectuses and notifications to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in a timely manner.

**II. PERTINENT INFORMATION**

A. The purpose of this policy is to maintain compliance with SACSCOC Standard 14.2 Substantive Change.

**III. DEFINITIONS**

- A. Accreditation Liaison: VHCC employee tasked with monitoring the accreditation status of the College and maintaining communication with SACSCOC and other accrediting agencies.
- B. Prospectus: narrative and documents required for submissions to SACSCOC for the approval of a substantive change.
- C. Substantive Change: a substantive change is a significant modification or expansion of the nature and scope of an SACSCOC accredited institution.

**IV. GENERAL GUIDELINES**

A. This policy will be implemented by the VHCC Accreditation Liaison as outlined in the Appendix, Section VII.

**V. DELEGATION OF AUTHORITY**

A. The College President has the authority and delegates to the Accreditation Liaison the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

A. SACSCOC Standard 14.2 Substantive Change

B. SACSCOC Substantive Change Policy and Procedures

**VII. OPERATING REQUIREMENTS**

- A. The Accreditation Liaison serves on the President's Advisory Council, the staff of the Vice President of Instruction and Student Services, and the Academic Programs Committee to maintain awareness of any changes that would result in the need for a substantive change approval or for a substantive change notification.
- B. When there is a requirement for a substantive change approval requiring a prospectus, the accreditation liaison will work with the appropriate faculty and academic division dean to prepare and submit the prospectus by the required deadline.
- C. When there is a requirement for a substantive change notification, the accreditation liaison will work with the appropriate faculty and academic division dean to prepare and submit the notification in a timely manner.