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INTRODUCTION

This Policy defines substantive change in accordance with the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the National Association of Schools of Art and Design (NASAD). This Policy outlines institutional responsibilities for notification of substantive change to SACSCOC and NASAD, and in some cases, for seeking approval prior to the implementation of such changes.

As an institutional policy that governs primarily the day-to-day academic operations of the College, the President in consultation with Senior Officers is responsible for approval of this Substantive Change Policy is required.

The President of Ringling College is responsible for the enforcement of this Policy.

APPLICABILITY


This Policy applies to the President, and any responsible employee who can initiate, review, or approve changes that are considered substantive according to the current versions of the SACSCOC Substantive Change Policy and Procedures and NASAD Rules: Part II, Article V Substantive Change. The President is also responsible for advising the Board of Trustees if any of their proposed actions would trigger a substantive change.

DEFINITION

Substantive Change, as defined by the SACSCOC's, Substantive Change Policy and Procedures, (June 2024) and SACSCOC Standard 14.2, "...is a significant modification or expansion of the nature and scope of an accredited institution." In general, this principle is mirrored by NASAD in its 2023-24 Handbook, Part II: Article V.

Institutional actions that can trigger Substantive Change procedures can be defined by federal regulations and/or additional regulations by specific accrediting agencies. These actions include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).

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- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

POLICY STATEMENT

The purpose of this Policy is to establish Ringling College of Art and Design's responsibilities and required procedures.

Procedures

Trustees, College administrators, department heads, program directors, and coordinators are responsible for understanding the definition of substantive change and the actions that can trigger various substantive change policies and immediately notifying their respective campus-based SACSCOC and NASAD accreditation liaisons of any potential or proposed substantive changes.

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The SACSCOC Accreditation liaison for Ringling College is:

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The NASAD Accreditation liaison for Ringling College is:
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