

8.12 Internal Policies and Procedures for Reporting Substantive Changes to the Commission on Colleges (Approved by APC 09/29/2020)

The President, as the St. Thomas University representative to the Commission on Colleges (COC), ensures St. Thomas fulfills all COC requirements for any institutional change requiring notification and/or approval by the COC prior to its implementation.

These institutional changes include:

1. Any change in the established mission or objectives of the institution
2. Any change in legal status, form of control, or ownership of the institution
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or institution
10. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
13. 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 institution's programs.

The President, with the assistance of the appropriate member(s) of the Senior Staff, and the Institutional Accreditation Liaison ensures the following tasks related to these types of institutional change are completed in an appropriate and timely manner. St. Thomas understands "appropriate and timely manner" to mean that the COC has approved the change prior to its implementation.

1. Preparation of the necessary documents when a particular action is considered a substantive change for the review and approval by the appropriate committee of the Board of Trustees and the Board of Trustees.
2. Preparation of the notification letter informing the COC of the Board's decision to implement a substantive change. [Documentation: Notification letter to COC]
3. Preparation of any additional documentation regarding a particular substantive change as requested by the COC. [Documentation: Response letter from COC, submission letter and any other requested materials sent to COC]

4. Notification of the Board of Trustees and other members of the institution when the COC's approval for a particular change has been received. [Documentation: Approval letter from COC].
5. Implementation of a particular substantive change only after the approval of the COC has been received. (Documentation: Implementation plan with start date, etc.)

The Office of the President and the Provost Office, and the Institutional Accreditation Liaison, shall maintain a file with the set of correspondence and any other documentation for each substantive change. In addition, the Provost's Office and Institutional Accreditation Liaison shall maintain a list of all substantive changes made by the institution. This list shall be updated on an annual basis at the end of each academic year.

The Accreditation Liaison, shall review these internal policies and procedures and update the Senior Staff of any changes to the COC's policies or procedures related to substantive change in a timely manner (Documentation: Minutes of Senior Staff Meeting).

Reviewed by PEC 08/06/2012

Approved by President's Senior Staff 08/14/12

Approved by APC 02/19/2013

Reviewed, modified, and approved by President's Cabinet 09/21/2020

See SACSCOC Policy on Substantive Change Policy and Procedures Updated 09/2020 for further details.

