



CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

Substantive Change

APRIL 2021

What is a substantive change?

A substantive change is defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as ***a significant modification or expansion of the nature and scope of an accredited institution.***

- Substantive change includes high-impact, high-risk changes, and changes that can impact the quality of educational programs and services.
- Carson-Newman University is required to notify SACSOC, and in some cases seek approval, for substantive changes prior to their implementation.

What Does this mean for me?

University personnel should be familiar with what constitutes a substantive change.

Carson-Newman Substantive Change Policy and Procedures details what constitutes a substantive change and the procedures for reporting any changes considered substantive.

Why is this important?

There are significant consequences for failing to appropriately notify or seek SACSCOC approval for substantive changes.

Potential consequences include:

- Loss of Title IV Funding
- Repayment of monies received from the U.S. Department of Education for programs related to the unreported substantive change
- Monitoring, sanction, or removal from SACSCOC membership

SACSCOC Substantive Change Policy and Procedures

Updated March 2021

- Reflects revisions made to the previous (Dec. 2020) *major* revision to the SACSCOC policy
- Most changes are direct result of changes in federal regulations
- Clarified definitions, quantified thresholds, etc.
- Removed obsolete practices and language
- New Policy Content

**Please see appendix A in the C-N Substantive Change Policy and Procedures.
Information can also be found at sacscoc.org**

Substantive Change Reporting Timelines

SACSCOC Due dates depend on the planned implementation date and whether SACSCOC Executive Council or full Board of Trustees approval is required.

Carson-Newman due dates are in advance of SACSCOC due dates to allow for the necessary time needed for the preparation, review, and finalization of documents that will be submitted to SACSCOC.

Consult the Carson-Newman University Substantive Change Policy and Procedures for detailed information.

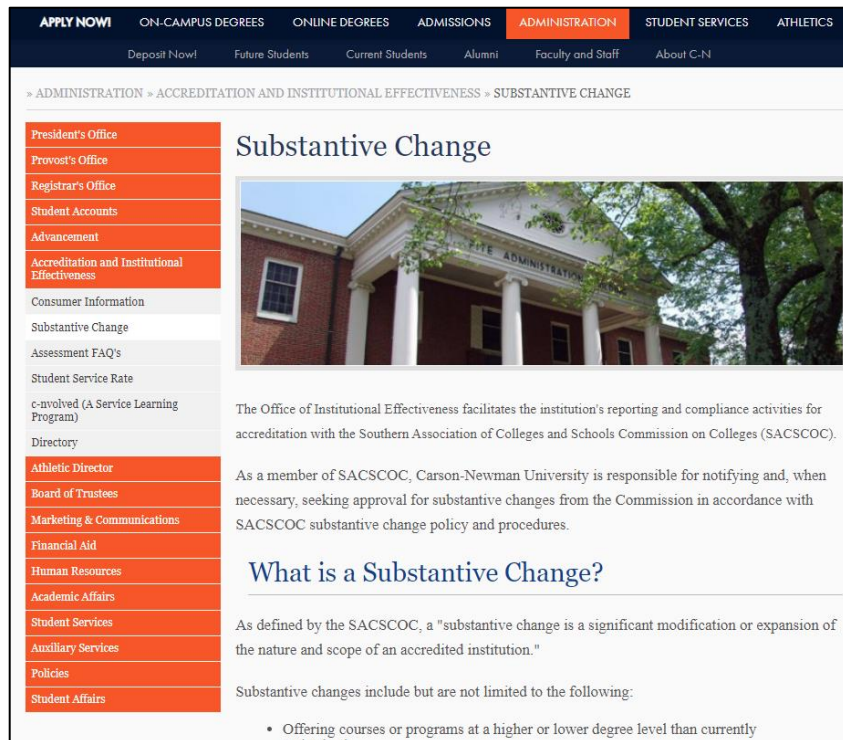
Where can I find the SACSCOC Substantive Change Policy and Procedures?

The SACSCOC Substantive Change Policy and Procedures is *Appendix A* in the C-N Substantive Change Policy and Procedures document. Information may also be found at sacscoc.org



Where can I find the C-N Substantive Change Policy and Procedures?

The Carson-Newman University Substantive Change Policy and Procedures is available on the C-N Accreditation and Institutional Effectiveness Substantive Change Webpage and EagleNet.



The screenshot shows the Carson-Newman University website. The top navigation bar includes links for APPLY NOW!, ON-CAMPUS DEGREES, ONLINE DEGREES, ADMISSIONS, ADMINISTRATION (highlighted), STUDENT SERVICES, and ATHLETICS. Below this is a secondary navigation bar with links for Deposit Now!, Future Students, Current Students, Alumni, Faculty and Staff, and About C-N. The main content area is titled "Substantive Change" and features a large image of a building with columns. The page includes a sidebar with a list of navigation links, a description of the Office of Institutional Effectiveness, and a section titled "What is a Substantive Change?" with a definition and a list of examples.

ADMINISTRATION » ACCREDITATION AND INSTITUTIONAL EFFECTIVENESS » SUBSTANTIVE CHANGE

President's Office
Provost's Office
Registrar's Office
Student Accounts
Advancement
Accreditation and Institutional Effectiveness
Consumer Information
Substantive Change
Assessment FAQ's
Student Service Rate
c-nvolved (A Service Learning Program)
Directory
Athletic Director
Board of Trustees
Marketing & Communications
Financial Aid
Human Resources
Academic Affairs
Student Services
Auxiliary Services
Policies
Student Affairs

Substantive Change

The Office of Institutional Effectiveness facilitates the institution's reporting and compliance activities for accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

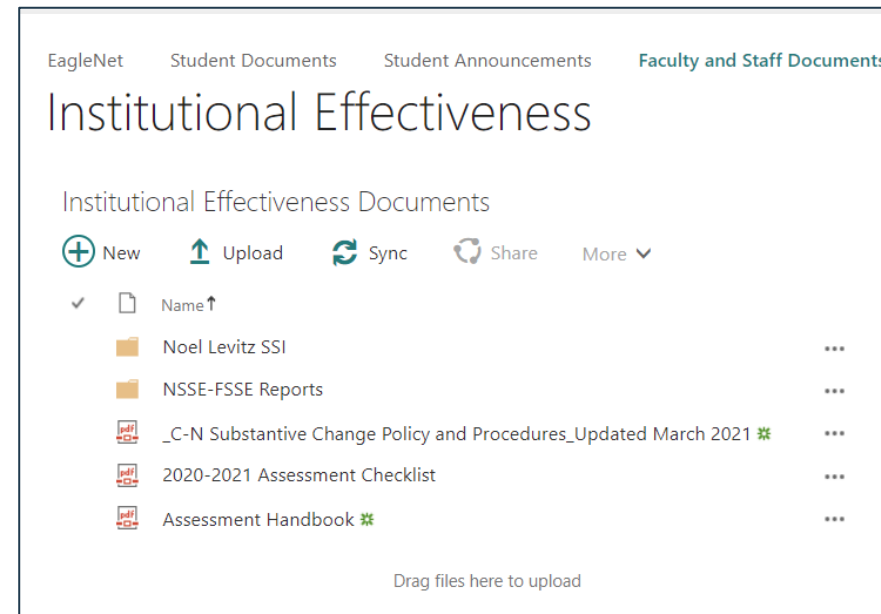
As a member of SACSCOC, Carson-Newman University is responsible for notifying and, when necessary, seeking approval for substantive changes from the Commission in accordance with SACSCOC substantive change policy and procedures.

What is a Substantive Change?

As defined by the SACSCOC, a "substantive change is a significant modification or expansion of the nature and scope of an accredited institution."

Substantive changes include but are not limited to the following:

- Offering courses or programs at a higher or lower degree level than currently



The screenshot shows the EagleNet Institutional Effectiveness Documents page. The top navigation bar includes links for EagleNet, Student Documents, Student Announcements, and Faculty and Staff Documents. The main content area is titled "Institutional Effectiveness" and features a section for "Institutional Effectiveness Documents" with a list of files and folders. The list includes a folder named "Noel Levitz SSI", a folder named "NSSE-FSSE Reports", a PDF file named "_C-N Substantive Change Policy and Procedures_Updated March 2021", a PDF file named "2020-2021 Assessment Checklist", and a PDF file named "Assessment Handbook".

EagleNet Student Documents Student Announcements Faculty and Staff Documents

Institutional Effectiveness

Institutional Effectiveness Documents

New Upload Sync Share More

Name ↑

- Noel Levitz SSI
- NSSE-FSSE Reports
- _C-N Substantive Change Policy and Procedures_Updated March 2021
- 2020-2021 Assessment Checklist
- Assessment Handbook

Drag files here to upload

Next Step

Review the Carson-Newman University Substantive Change Policy to become familiar with C-N and SACSCOC policy and procedures.

Questions?

If you have questions about today's presentation, or about C-N Substantive Change Policy and Procedures, *please* contact the Office of Institutional Effectiveness.

Brenda Dean

Director of Institutional Effectiveness

bdean@cn.edu

Melissa Dawn Hensley

Accreditation Liaison

Associate Director of Institutional Effectiveness

mehensley@cn.edu

(865) 471-3219