

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 1.3.3

Revised: January 12, 2022

SUBJECT:

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.

- x 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.
- x Adding competency-based education programs.
- x Adding each competency-based education program by direct assessment.
- x

financial aid programs.

- x An institution placed on Probation or Probation for Good Cause must submit to

Actions Required Subsequent to Approval of Substantive Change: In some instances, the university is required to resubmit an approved substantive change to SACSCOC for a ~~approval~~. Substantive changes must be implemented with two years of approval by SACSCOC. If the change is not implemented within the two-year time frame, the university must resubmit the change for approval.

Role of the SACSCOC Liaison: The SACSCOC liaison reports directly to the president and will maintain an ex officio status on the Academic Council and Graduate Council, a regular member status of the University Council, and a regular member of the University Strategic Planning Council. The SACSCOC liaison will ensure appropriate constituents within the university community are informed of decisions impacting their areas (e.g., notification to Financial Aid when a teaching location is approved for delivery of 50% or more of a degree). The SACSCOC liaison will offer periodic training sessions on substantive change and will ensure that information regarding this policy, associated resources available from SACSCOC, and answers to frequently asked questions are made available on the university website.

Sanctions: If Wayland Baptist University fails to follow SACSCOC procedures for notification and approval of substantive changes, its total accreditation may be placed in jeopardy. For that reason, the sanction for failure to follow this university policy must be sufficient to avoid such failure of a program, unit or officer initiates what would be considered an unapproved substantive change by the institution or SACSCOC without following the procedures outlined in this policy, the president may direct the immediate cancellation or cessation of that change if it is discovered with due regard for the educational welfare of students.

Contact for Interpretation SACSCOC Liaison

This policy statement supersedes all previous policy statements on this subject.

Revisions

- 01/12/2022 ± Revised to reflect changes to SACSCOC Substantive Change Policy and Procedures; deleted Attachment A
- 10/14/2020 ± Revised to reflect changes to SACSCOC Substantive Change; ~~deleted~~ Attachment A
- 09/09/2020 ± Revision to SACSCOC Substantive Change Reporting Table ~~contact~~ for interpretation from Vice President of External Campuses to SACSCOC Liaison
- 08/14/2017 ± Change of titles and addition of responsibilities for SACSCOC Liaison
- 09/14/2016 ± Revision to SACSCOC Substantive Change Reporting Table
- 07/06/2015 ±