NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY AND LEAVELL COLLEGE

SUBSTANTIVE CHANGE POLICY Policies and Procedures for the Establishment or Expansion of Extension Center Sites, Program Offerings, or Degrees

Extension Center Sites:

- Investigation into a new campus site may be initiated when a church or denominational entity contacts the Director of Distance Learning and Prison Programs, an Academic Dean, the Provost, or a member of the President's Cabinet. Expansion of programs at an existing site may also be initiated by the Director of Distance Learning and Prison Programs, an Academic Dean, the Provost, or the President's Cabinet.
- 2. If the initial contact for a new site is made with anyone other than the Director of Distance Learning and Prison Programs, that individual or group should communicate with the Institutional Effectiveness (IE) office about the potential center. Should the desire to expand the offerings of an established site originate with anyone other than the Director of Distance Learning and Prison Programs, that individual should communicate that desire with the IE office as well.
- 3. The Director of Distance Learning and Prison Programs will be charged with investigating to see whether a new site or new program would be viable. He will also be responsible to coordinate with the stakeholders at the proposed site to secure proper facilities, enlist qualified adjunct instructors (if adjuncts are to be used at the new site), identify which curriculum best fits the needs of the location and to survey the level of interest among potential students.
- 4. If the Director of Distance Learning and Prison Programs feels that a site is viable, he will consult with the appropriate Academic Dean in order to draft a proposal that will provide a rationale for the new site, designate the curriculum to be taught at the site, design a cycle for the delivery of the curriculum at that site, list potential adjunct instructors, report on potential student interest, and designate the funding structure at the proposed site.
- 5. Upon completion of the proposal, the Academic Dean will forward the proposal to the Provost for his approval. If the Provost approves of the proposal, he will present it to the President's Cabinet for their approval.
- 6. Once the President's Cabinet has approved the proposal, the Provost will inform the appropriate Academic Dean, Director of Distance Learning and Prison Programs, and the IE office.

- 7. The approved proposal will then be forwarded to the IE office. At that point, the IE office will contact SACSCOC to inform them of the proposed program. Notification of a new center or offering of a new program is to be submitted to SACSCOC six months prior to implementation.
- 8. The proposal will be presented to the Board of Trustees for their approval.
- 9. The Director of Distance Learning and Prison Programs will provide the Institutional Effectiveness office with a draft of the Substantive Change Prospectus (for submission to SACSCOC) and, as appropriate, the respective Petition (for submission to ATS). Prior to drafting the prospectus, the Director of Distance Learning and Prison Programs is to consult the SACSCOC website for the current format and requested information. The ATS website is to be consulted for the current petition form and requirements.

The IE office will submit the final Substantive Change Prospectus (to SACSCOC) and, as appropriate, respective Petition (to ATS). To meet the accrediting agencies' semi- annual review, the IE office must have the completed documentation at its office as follows:

For SACSCOC:

- a. For implementation between July 1 December 31: November 1
- b. For implementation between January 1 June 30: May1

For ATS:

- a. For Spring Review: February 1b. For Winter Review: September 1
- 10. Having completed these steps, the Director of Distance Learning and Prison Programs will then be responsible to implement the proposal.

New Programs, Degrees, or Change in Delivery System:

- 1. Investigation into a new degree, program, or delivery system is initiated by the Divisional Associate Dean (graduate program) or the Dean of Leavell College (undergraduate program). Input may be provided by the Provost or a member of the President's Cabinet.
- 2. The Divisional Associate Dean or Leavell College Dean will be charged with investigating to see whether a new degree, program, or delivery system would be viable. He will be responsible to coordinate with the faculty members responsible for curriculum development. In the case of the Divisional Associate Dean, he will also be responsible to coordinate with the Graduate Dean.

- 3. For graduate programs, if the Academic Dean feels that the new program is viable, he will ask the Divisional Associate Dean to draft a proposal that will provide a rationale for the new program, designate the curriculum to be taught, and oversee the cycle for the delivery of the curriculum. For Leavell College, the Dean will draft the proposal. Prior to drafting the proposal, the Associate Divisional Dean and/or Academic Dean is to consult the SACSCOC website for the current format and requested information. The ATS website is to be consulted for the current petition form and requirements. That proposal will go before the division/college for discussion and approval.
- 4. Upon completion of the proposal, the Academic Dean will forward the proposal to the Provost to present to the Curriculum Committee for consideration. The Associate Vice President for Accreditation and Approval sits on the Curriculum Committee and can begin preliminary work on the substantive change notification (SACSCOC) or petition (ATS).
- 5. Upon approval from the Curriculum Committee, the Academic Dean will present the proposal to the full faculty for discussion and approval.
- 6. The proposal will be presented to the Board of Trustees for their approval.
- 7. The IE office will submit the final Substantive Change Prospectus (to SACSCOC) and, as appropriate, respective Petition (to ATS). To meet the accrediting agencies' semi- annual review, the IE office must have the completed documentation at their office as follows:

For SACSCOC:

- a. For implementation between July 1 December 31: November1
- b. For implementation between January 1 June 30: May1

For ATS:

a. For Spring Review: February 1b. For Winter Review: September 1

Note: SACSCOC does not require notification or is approval needed for an approved program at an approved site.

8. Having completed these steps, the Academic Dean will then be responsible to implement the proposal.

Change in the Degree Credit-Hour Requirements Resulting in a Substantive Change:

1. Investigation into the change of the credit hour requirements of a degree or program may be initiated by an Academic Dean, the Provost, or a member of the President's Cabinet.

- 2. The Academic Dean will be charged with investigating to see whether a change would be viable. He will also be responsible to coordinate with the faculty members responsible for curriculum development.
- 3. If the Academic Dean feels that the credit hour change is viable, he will draft a proposal that will provide a rationale for the change, designate the curriculum to be taught, and oversee the cycle for the delivery of the curriculum.
- 4. Upon completion of the proposal, the Academic Dean will forward the proposal to the Provost to present to the Curriculum Committee for consideration. The Associate Vice President for Accreditation and Approval sits on the Curriculum Committee and can begin preliminary work on the substantive change notification (SACSCOC) or petition (ATS).
- 5. Once the President's Cabinet has approved the proposal, they will inform the Academic Dean and the IE office.
- 6. The approved proposal will then be forwarded to the IE office. At that point, the IE office will contact SACSCOC to inform them of the proposed change.
- 7. The proposal will be presented to the Board of Trustees for their approval.
- 8. The Academic Dean will provide the IE office with a draft of the Substantive Change Prospectus (for submission to SACSCOC) and, as appropriate, the respective Petition (for submission to ATS). Prior to drafting the prospectus, the Academic Dean is to consult the SACSCOC website for the current format and requested information. The ATS website is to be consulted for the current petition form and requirements.
- 9. The IE office will submit the final Substantive Change Prospectus (to SACSCOC) and, as appropriate, respective Petition (to ATS). To meet the accrediting agencies' semi- annual review, the IE office must have the completed documentation at their office as follows:

For SACSCOC:

- a. For implementation between July 1 December 31: November 1
- b. For implementation between January 1 June 30: May1

For ATS:

- a. For Spring Review: February 1b. For Winter Review: September 1
- 10. Having completed these steps, the Academic Dean will then be responsible to implement the proposal.

Closing of a Site or a Program, not including Certificate Sites:

- 1. Investigation into the closing of a site or a program may be initiated by the Director of Distance Learning and Prison Programs, the Academic Dean (for program closure, if related to the main campus), or the Provost. When closing a site or program, the following options are to be considered:
 - a. The institution teaches out currently enrolled students, no longer admits students to programs, and terminates the program or the operations of a site. The institution must submit to SACSCOC a teach-out plan for approval.
 - b. If the institution enters into a contractual teach-out agreement for another institution to teach out the educational program, the teach-out agreement requires SACSCOC approval in advance.
- 2. The Director of Distance Learning and Prison Programs, Academic Dean, or Provost is to communicate the closing of the site or program to the IE office as soon as possible.
- 3. The Director of Distance Learning and Prison Programs, the Academic Dean, and/or the on-site director of the OCIS is to advise the students enrolled at the site/program of the closing of the site/program soon as possible so the students can make the necessary plans. Students who have not completed their program should be advised of suitable options including transfer to comparable programs.
- 4. The Director of Distance Learning and Prison Programs or Academic Dean, as appropriate, will draft a teach-out plan that will provide date of closure; an explanation of how affected parties will be informed of the impending closure; an explanation of how all affected students will be helped to complete their program of study with minimal disruption; an indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified; copies of signed teach-out agreements with other institutions, if any; and how faculty and staff will be redeployed or helped to find new employment.
- 5. Upon completion of the teach-out plan, the Director of Distance Learning and Prison Programs or Academic Dean, as appropriate, will forward the plan to the Provost for his approval. If the Provost approves of the plan, he will present it to the President's Cabinet for their approval.
- 6. Once the President's Cabinet has approved the teach-out plan, the desired action will be presented to the Board of Trustees for their approval.
- 7. The Provost will inform the Director of Distance Learning and Prison Programs and the IE office of the decision.
- 8. The Director of Distance Learning and Prison Programs will provide the IE office with

a copy of the approved teach- out plan. At that point, the IE office will contact SACSCOC and ATS to inform them of the closing of the site or program. Notification of the closing of a site or program is to be submitted to SACSCOC and, as appropriate, to ATS, as soon as the decision to close is made.

- 9. Prior to drafting the teach-out plan, the Director of Distance Learning and Prison Programs is to consult the SACSCOC website for the current format and requested information. The ATS website is to be consulted for the current petition form and requirements as well.*
 - *ATS requires a petition for closing a site if the site offers a complete degree. Closing a site that offers less than a complete degree requires only e-mail notification.
- 10. The IE office will submit the final teach-out plan (to SACSCOC) and, as appropriate, respective petition or e-mail notification (to ATS).
- 11. Having completed these steps, the Director of Distance Learning and Prison Programs or Academic Dean, as appropriate, will be responsible to implement the closure.

Other Scenarios Triggering Substantive Change:

Should the institution face a major situation not addressed above, the IE office will consult the SACSCOC website and the ATS website regarding the appropriate steps to take to submit the necessary documentation for a substantive change. The substantive change will be submitted, implemented, and monitored accordingly.

At its meeting in June 2018, the Board of Trustees approved modification of the "Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement," for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

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