

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 65.0 DETERMINING DISTANCE EDUCATION SUBSTANTIVE CHANGE

Policy #:	I – 65.0
Effective:	September 2008
Revised:	
Responsible Dept.:	VPISS

Purpose

Maintain compliance with Southern Association of Colleges and Schools (SACS) requirement of notification of “substantive change” in programs offering 25% or more of courses via distance education instructional methods.

Policy

The Commission on Colleges for the Southern Association of Colleges and Schools will be notified of all academic programs in which students may obtain greater than 25% of the academic award credits via any method of distance education.

Procedure

1. When an academic dean approves a credit course for delivery via any method of distance education, he/she will inform the V.P. for Instruction and Student Services (VPISS) who will then inform the Instruction and Student Services Council (ISS).
2. Upon notification, all academic deans will assess the impact of the new distance education course’s impact on programs in his/her division crossing the substantive change threshold. In making this assessment, the dean will consider if a student, by virtue of his/her course section selection, will be able to complete 25% or more of his/her program via distance education.
3. The academic dean will notify the VPISS of all such programs within 10 business days of notification.
4. The VPISS’s office will inform the Office of Institutional Research, Planning and Institutional Effectiveness of all such additional programs crossing the threshold. As SACS liaison, the Director of IRPIE will communicate the changes to the Southern Association of Colleges and Schools.