

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 115.0 NOTIFICATION OF SUBSTANTIVE CHANGE

Policy #:	I – 115.0
Effective:	September 2008
Revised:	
Responsible Dept.:	VPISS

Purpose

Compliance with SACS criterion 3.12.1.

Policy

The Commission on Colleges for the Southern Association of Colleges and Schools will be notified of all new academic programs meeting the substantive change definition(s).

Procedure

1. Programs offered via traditional (Face-to-face) instructional methods

When an activated academic program that meets SACS definition of substantive change receives the required college, VCCS and/or SCHEV approvals, the Vice President for Instruction and Student Services' (VPISS) office will inform the Office of Institutional Research, Planning and Institutional Effectiveness. The Office of Institutional Research, Planning and Institutional Effectiveness will communicate the changes to the Southern Association of Colleges and Schools.

2. Programs offered via distance education instructional methods.

- a. When an academic dean approves a credit course for delivery via any method of distance education, he/she will inform the VPISS who will then inform the Instruction and Students Services Council.
- b. Upon notification, all academic deans will assess the impact of the new distance education courses on programs in their divisions 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.
- c. The academic dean will notify the VPISS of all such programs within 10 business days of notification.
- d. VPISS and appropriate academic dean will prepare required prospectus via SACS guidelines.

- e. The VPISS' office will send the prospective to the Office of Institutional Research, Planning and Institutional Effectiveness of any new programs, who will communicate the changes to the Southern Association of Colleges and Schools.