

# **Del Mar College**

## **Substantive Change Prospectus Information**

Del Mar College is accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As a member institution of SACSCOC, the College is required to complete a reaffirmation of accreditation every 10 years. Substantive change prospectuses are used to notify SACSCOC of proposed changes that occur between reaffirmations and to receive formal approval to implement those changes.

### **Compliance**

Implementing substantive changes without prior approval is a serious infraction that can jeopardize Del Mar College's standing with SACSCOC and the U.S. Department of Education resulting in sanction, loss of accreditation, and a loss of federal funds.

### **Identifying Substantive Changes**

SACSCOC defines substantive change as "a significant modification or expansion of the nature and scope of an accredited institution." The most common substantive changes are adding new courses or programs that are materially different than what is currently offered, increasing clock hours or credit hours for a program, establishing an off-campus instructional site where 50% or more of a program can be completed, and closing a program or off-campus instructional site. **NOTE: This is only a sampling of substantive changes. The full list of substantive changes and the related policy can be found [here](#).**

### **Procedures**

1. All substantive change prospectuses and related documentation are initiated in the Office of Planning and Institutional Effectiveness in collaboration with the Office of the Vice President and Chief Academic Officer.
2. To ensure compliance, express permission from the Office of the Vice President and Chief Academic Officer is required prior to pursuing any activity that requires SACSCOC approval.
3. Under the direction of the Associate Vice President of Planning and Institutional Effectiveness who serves as the SACSCOC Accreditation Liaison, personnel in the Office of Planning and Institutional Effectiveness coordinate requests for information and create content for submissions to SACSCOC. College administrators including deans, department chairs, and program directors are responsible for providing all information requested in a timely way.
4. The SACSCOC Accreditation Liaison reviews all SACSCOC-required documents for accuracy and completion. The review could include requesting other College administrators impacted by the change to also review the prospectus. Upon the completion of the review, the SACSCOC Accreditation Liaison directs submission to SACSCOC.

### **Deadlines**

Substantive Change Prospectuses require six months from submission to approval, so SACSCOC recommends receipt by January 1 for fall implementation and by July 1 for spring implementation.

### **Contact**

Del Mar College's Accreditation Manager, Dr. Sydney Saumby, is the point of contact for Substantive Change Prospectuses. She can be reached at [ssaumby@delmar.edu](mailto:ssaumby@delmar.edu) or (361) 698-1080.