

Point University Substantive Change Policy

Point University makes modifications, expansions, and other changes in the process of fulfilling the mission of educating students for Christ-centered service and leadership throughout the world. The purpose of this policy is to ensure that the nature and scope of the University and its programs have undergone appropriate review by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and that, in all cases, the University follows the Commission's most recent policy and procedures regarding substantive change.

“Substantive change” is generally defined as any significant modification or expansion of the University's scope (such as the addition of educational programs or instructional locations) or its nature (such as affiliation, ownership, or mission). Specifically, the definitions and explanations in the SACSCOC policy regarding substantive change determine the understanding of what constitutes such a change.

A change that is substantive or potentially substantive must be identified as such by the one(s) who are engaged in the planning that includes the change. As part of the planning process and as early as possible, the prospective change is reported to the Vice President for Institutional Effectiveness and Dean of Accreditation (VP for IE), who conducts an internal review.

The internal review by the VP for IE determines whether the planned modification or expansion is a substantive change that should be reported to and reviewed by SACSCOC. The review may include communication with the University's SACSCOC vice president and other Commission staff for the purposes of clarification, advice, and direction.

A substantive change must be reported to and reviewed by SACSCOC prior to its implementation. The VP for IE notifies SACSCOC of the substantive change and, when required, develops and submits a prospectus for approval. In all cases requiring SACSCOC approval, the start of the planned change may not begin until that approval is received.

After the University has reported a substantive change to SACSCOC and prior to receiving a required SACSCOC approval for that change, any University publication or communication regarding that change with both external and internal constituencies must be clearly presented as “pending approval by the Southern Association of Colleges and Schools Commission on Colleges.” The University must receive that approval prior to the start of the substantive change.

If a change is identified as substantive or is questioned regarding its significance after it has been implemented, that implementation must be suspended until an internal review has been conducted and, when appropriate, has been reported to and reviewed by SACSCOC. In all such cases, the University's communication with SACSCOC must be open, honest, and accurate.

The VP for IE serves as the University's liaison with SACSCOC and is responsible for:

- (a) Informing and training University personnel regarding the SACSCOC substantive change policy and procedures;

- (b) Conducting internal reviews regarding substantive changes;
- (c) Communicating with SACSCOC staff regarding substantive change and related issues;
- (d) Reporting each substantive change to SACSCOC in a timely manner and in accordance with the stated policy and procedures;
- (e) Developing and submitting notifications, prospectuses, and other information as requested for review and approval by SACSCOC; and
- (f) Monitoring and enforcing compliance with this policy.

The President and the members of the Senior Leadership Team are responsible for:

- (a) Being aware of and functioning in accordance with the SACSCOC policy and procedures regarding substantive change;
- (b) Monitoring the planning and modifications made in their areas and by each other for potentially substantive changes;
- (c) Referring a possible substantive change to the VP for IE for internal review and action as necessary;
- (d) Cooperation with the VP for IE in the development of a prospectus when one is required;
- (e) Timing the implementation of a substantive change to allow for the report to and review by SACSCOC, including any required approval prior to implementation; and
- (f) Identifying any substantive or possibly substantive change that has been implemented without the required internal review and reporting it as soon as possible.

Associated procedures are developed in conformity with the policy by the VP for IE. The VP for IE is responsible for the ongoing evaluation of the effectiveness of this policy and the associated procedures and for their improvement.

This policy is approved by and may be revised by the President and the Senior Leadership Team of Point University. The policy is implemented and mandatory as of the date of its approval.

Revised and Approved: December 10, 2014