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## POLICY

Bethel University's policy is to report any potential substantive change to the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) in a timely manner and in compliance with the Commission's policy, which can be located at:

<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

Any changes in the institution which are potential substantive changes must be reported to the Chief Academic and Compliance Officer as soon as possible for review and submission to the Commission. Notification to the Chief Academic and Compliance Officer is made through completion and submission of the Substantive Change Checklist. No substantive change shall be implemented without review and approval from the President. The President will approve implementation only upon receiving official communication from the Commission that the change has been approved. Compliance with this policy is mandatory. Failure to comply with this policy will lead to negative employment action by the University up to and including termination of employment.

## PROCEDURE

Upon considering any action which is a potential substantive change, the unit should notify the Chief Academic and Compliance Officer by completing the Substantive Change Checklist. The Chief Academic and Compliance Officer will review the proposed change and confer with the SACS-COC staff representative if appropriate. If the proposal is determined to be a potential substantive change and if the President approves the change, the President will communicate formally with the Commission and seek guidance regarding the appropriate procedure to follow. If additional information is required, it is the responsibility of the unit to collect and/or develop the information and provide it to the Chief

Academic and Compliance Officer. The Chief Academic and Compliance Officer will determine when the documentation is adequate to be submitted to the Commission. The documentation will be submitted to the Commission for review. Upon notification of approval by the Commission, the President will notify the unit that implementation has been approved.

#### **RESPONSIBLE PARTIES**

Chief Academic and Compliance Officer, Vice President of Finance, all unit directors

#### **ENFORCEMENT**

The Chief Academic and Compliance Officer will periodically audit units; the Vice President of Finance will notify the Chief Academic and Compliance Officer of any unusual expenditures, such as leases or travel expenses that may indicate an unapproved change is in process.

#### **DISTRIBUTION**

This policy will be available on the University's Policy and Procedure website and will be distributed to all cabinet officers.