



POLICIES

Effective Date:
November 1, 2012

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, MACP, President & CEO

Department: Senior Vice President, Division of Academic Support, Operations, Technology, and Planning

Subject: Timely Reporting of a Substantive Change to Accrediting Bodies/Agencies

PURPOSE:

The purpose of this policy is to ensure compliance with existing requirements for reporting substantive changes in the College's organization or educational programs in a timely manner. Adhering to the requirements will help maintain the College's accredited status with the Southern Association of Colleges and Schools (SACS), Liaison Committee on Medical Education (LCME), Commission on Dental Accreditation (CODA), Council on Education for Public Health (CEPH), and Accreditation Council for Graduate Medical Education (ACGME) when a substantive change occurs.

POLICY STATEMENT:

Meharry Medical College intends to comply with the requirements for timely reporting of substantive changes as specified by **SACS, LCME, CODA, CEPH, and ACGME.**

The College's President and Chief Executive Officer or designated representative will send written notification and request for approval of a proposed substantive change to the appropriate officer at the accrediting agency. The notification must provide the requested information, such as a summary of the proposed change, intended implementation date, and additional details that support the request for approval.

Compliance with the accrediting agency requirements aligns with the College's commitment to maintaining its standing as an accredited institution with degree granting authority, which supports its mission to provide excellent education and training in the health sciences.

DEFINITIONS:

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution or academic program.

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Federal regulations define substantive change as:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours required for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
- The establishment of a branch campus.
- Closing a program, off-campus site, branch campus or institution.
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

Each accrediting agency outlines specific changes that must be reported as well as timeframes for submitting notification of the proposed substantive change.

PROCEDURE:

Standard Procedures for Reporting a Substantive Change to an Accrediting Agency

1. Program directors and deans must be knowledgeable of current policies, procedures, and timeframes for reporting substantive changes to the respective accrediting agency. The planned change(s) must be approved by the president and executive management team of the College.
2. If required, the President will present the recommended substantive change(s) to the Board of Trustees (BOT) for approval. BOT approval must be formally

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recorded prior to the specified time for submitting the request for approval to the accrediting agency (e.g., SACS requires submission of requests for substantive changes 9 to 12 months prior to the implementation date).

3. Within 10 days of BOT approval, the President or designated representative must send a notification and request for approval of the substantive change along with supporting information to the appropriate accrediting agency official. If BOT approval is not required for the type of change, the President or designated representative must send a notification and request for approval of the substantive change along with supporting information within 10 days of approval by the Executive Management Team (EMT).
4. The President or designated representative will respond to requests for additional information within five (5) business days or the deadline stated in the correspondence from the accrediting agency, whichever comes first.
5. Upon notification of approval, the substantive change will be implemented.

Implementation and Monitoring of Compliance

This policy becomes effective upon approval by the Chief Executive Officer/President of Meharry Medical College. His designee will be responsible for monitoring compliance with the policy, reporting results, assessing effectiveness, and recommending revisions.

Existing procedures for communicating new and revised policies will be used to share this policy with the campus community.

EXHIBITS: