

# OLD DOMINION UNIVERSITY

## University Policy

Policy #1800

NOTIFYING THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES ( SACSCOC) OF SUBSTANTIVE CHANGE

Responsible Oversight Executive: Provost and Vice President for Academic Affairs

Date of Current Revision or Creation: May 10, 2022

### A. PURPOSE

The purpose of this policy is to outline the requirements, procedures, and processes necessary to

Branch Campus A special form of off-campus instructional site that is geographically apart and independent of the main campus of the institution where instruction is delivered. A location is independent of the main campus if the location is (1) permanent in nature (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential (3) has its own faculty and administrative or supervisory organization and (4) has its own budgetary and hiring authority.

Degree Completion Program A program for which the institution accepts or requires a substantial amount of transfer credit prior to entry and the primary offerings are in the program major.

Distance Learning A method of delivery in which 50% or more of instruction occurs when students and instructors are not in the same location. It includes synchronous (live or time real) and asynchronous (not live or in real time) instruction. A distance education course may employ correspondence study or audio, video, or computer technologies.

Level- SACSCOC level taxonomy categorizes institutions by the highest degree offered. Old Dominion University is designated as a Level III institution: Offers four or more doctorate degrees.

Merger/Consolidation- SACSCOC defines a consolidation as the combination or transfer of the assets of at least two distinct institutions (corporations) to that of a newly formed institution (corporation) and defines a merger as the acquisition by one institution of another institution's assets. For the purposes of accreditation, consolidations and mergers are considered substantive changes requiring review by SACSCOC. Examples include: a senior college acquiring a junior college, a degree-granting institution acquiring a non-degree-granting institution, or a degree-granting institution acquiring a non-degree-granting institution.

TeachOut – The process by which the University provides instructional and academic support services to students enrolled at a site that has been closed and/or in a program that has been discontinued. The teachout process often extends well beyond the closing of a site or program to allow time for enrolled students to complete their programs in a reasonable amount of time.

TeachOut Agreement – A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program.

#### D. SCOPE

This policy applies to all University officers who can initiate, review, approve, and allocate resources to any changes, including those to academic and non-academic programs and activities that may be considered a substantive change according to [SACSCOC Substantive Change Policy and Procedures](#) within



include: (a) title of the proposed change; (b) brief description of the change including scope; (c) responsible individual to act as contact; (d) tentative timeline for approval; and (e) earliest date possible for implementation. These preliminary notifications will be reviewed by the SACSCOC Accreditation Liaison designee.

2. If the proposed change is considered substantive by the SACSCOC Accreditation Liaison, she will

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Brian Payne May 2, 2022  
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed

/s/ Donna W. Meeks March 8, 2022  
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Augustine O. Agho May 3, 2022  
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ Allen T. Wilson May 9, 2022  
University Counsel Date

Presidential Approval:

/s/ Brian O. Hemphill, R.D. May 10, 2022  
President Date

Policy Revision Dates: September 1, 2009, April 26, 2011; May 14, 2017; May 10, 2022

Scheduled Review Date: May 10, 2027