

## **I. POLICY**

Eastern Virginia Medical School (EVMS) considers accreditation of its programs to be essential to educational and institutional excellence. It is the policy of EVMS that all EVMS educational programs seek the appropriate regional, national, and/or specialized program accreditation as soon as such is available to the program. Further, each program that has achieved accreditation status shall ensure that it conducts all of its activities in such a manner as to maintain its accredited status on a permanent basis including notifying the appropriate accrediting body of any substantive change as defined herein. Programs for which accreditation is not available because no entity currently serves as a related program accrediting body shall develop policies, procedures, and best practices that ensure the highest educational quality and program integrity and shall be subject to a formal self-study process at least every five years.

## **II. SUBSTANTIVE CHANGE**

A. Definition. “Substantive Change” means a significant modification or expansion of the nature and scope of the educational mission or program(s) at EVMS and includes:

1. Any change in the established mission or objectives of the institution;
2. Any change in legal status, form of control, or ownership of the institution;
3. 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;
4. 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;
5. A change from clock hours to credit hours;
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program;
7. 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;
8. The establishment of a branch campus;
9. Closing a program, off-campus site, branch campus or institution;

10. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
11. Acquiring another institution or a program or location of another institution;
12. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; and
13. 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.

B. Board of Visitors Approval. All proposed Substantive Changes shall be approved by the EVMS Board of Visitors in accordance with EVMS Bylaws and applicable law. All educational programs for which academic credit is awarded must be approved by the EVMS Board of Visitors.

C. Southern Association of Colleges and Schools Commission on College (SACSCOC).

1. *Notification and/or Approval.* In addition to reaffirmation of accreditation by SACSCOC every 10 years, EVMS must notify and, in some cases receive approval, from SACSCOC prior to initiating a Substantive Change. All notifications must be timely made in accordance with SACSCOC policy and must be coordinated through the EVMS SACSCOC Liaison. As SACSCOC may need to be notified as much as 12 months in advance, it is imperative that the SACSCOC Liaison be consulted at the outset of any discussions regarding a proposed change. No change may actually be implemented until such time as the SACSCOC Liaison advises that the proposed change may proceed.

2. *SACSCOC Liaison.* Substantive Change notifications and requests for approval may only be made through the designated SACSCOC Liaison or his/her designee. Information on the current SACSCOC Liaison can be found on the EVMS website.

D. Other Accrediting Bodies. EVMS programs that are also accredited by other regional, national or other specialized accrediting bodies shall follow the prescribed processes of each relevant accrediting body for notifying and obtaining prior approval for all Substantive Changes planned.