

Policy on Substantive Change

Title:	Substantive Change
Policy number:	POL061
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	
Date of Board approval if required	(13/03/2024)
Effective date of implementation	(14/03/2024)
Frequency of review required	The policy should be reviewed every 3 years.
Replacing or superseding information	There are no earlier policies on this matter.
Revision number	New
Responsible Office	Institutional Strengthening and Accreditation
Accountable Officer	Assistant Vice President, Office of Institutional Strengthening and Accreditation
Related legislation, regulation, policy, or policies	The University of The Bahamas Act
Link(s) to the Strategic Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If Yes, identify which goal(s)	Preparation for international accreditation
Appendix/Appendices	

1. Authority

This policy is under the authority of the Board of Trustees.

2. Purpose

The purpose of this policy is to establish requirements and procedures for the reporting of substantive changes at the University of The Bahamas to accrediting bodies.

3. Scope

This policy oversees the processes and communication related to reporting substantive changes at the University of The Bahamas, applying to all academic and administrative units within the university.

4. Definitions

- 4.1 Institutional Accreditation: Is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice.
- 4.2 Accrediting Body: An organization or agency responsible for evaluating and accrediting educational institutions, programs, or courses to ensure they meet specific standards of quality and adhere to established criteria.
- 4.3 Accreditation Liaison - The individual at the institution who is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by the accrediting Commission.
- 4.4 Academic Officer: An individual holding an academic leadership role such as Vice President of Academic Affairs, Dean or Chair.
- 4.5 Administrative Officers: An individual holding an executive leadership role such as Vice President of various administrative areas.
- 4.6 Substantive change: Is a significant modification or expansion of the nature and scope of an accredited institution and includes high-impact, high-risk changes that can impact the quality of educational program and services.

5. Policy Statement

- 5.1 The University of The Bahamas (UB) shall comply with the guidelines of the accrediting body's Substantive Change Policy and Procedures as outlined in Appendix A and B.
- 5.2 It is the responsibility of the university's accreditation liaison to notify and/or secure the accrediting body's approval, before implementing a substantive change, as well as to follow all procedures and timelines as defined in the applicable policy.
- 5.3 The Office of Institutional Strengthening and Accreditation (OISA) is responsible for reporting changes within the specified timeframe according to the accrediting body's specifications. Additionally, OISA monitors the Substantive Change Policy of the accrediting body and communicates any changes to the university community as necessary.

5.4 Procedure

As defined by the accrediting body policy manual.

Appendix A: National Accreditation and Equivalency Council of The Bahamas
https://www.naacob.org/files/ugd/9b5534_03c3c0da0e9948dcbfce8e1dd014ddf8.pdf

Appendix B: Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Substantive Change Policy <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>