5.200 Academic Programs (Academic)   5.000 Academic Policies

January 2012

5.207 Academic Change Approval

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Antioch University

Type of Policy ■ *University* □ *Campus* □ *Department/Unit* □ Interim		Academic Change Approval
		Policy 5.207
Academic Policies		Effective date: January 25, 2012

Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	January 25, 2012
Revised (Non-substantive)	Office of University Counsel	N/A	May 18, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
University Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Campuses, All Programs

I.   Purpose of the Academic Change Approval Process

University academic policies as well as Higher Learning Commission (HLC) and state and federal regulations require that the University establish and follow internal and external review and approval processes to assure adequate oversight of institutional operations. The purpose of this process is to assure efficiency, compliance, communication, and coordination across the University and to assure compliance with external governmental and HLC regulations.

II.   Guiding Principles of the Academic Change Approval Process

o   Speed to Market

o   Compliance with state, federal, and accreditation regulations

o   University oversight

o   Involvement of the appropriate individuals at the appropriate times

III. Synopsis of the Academic Change Review, Approval, and Notification Process

Below is a basic outline of the steps that should be taken when campuses and University programs are considering implementing an academic change.

Step One: Determine the category of the anticipated change. Campus Chief Academic Officers should contact the University Office of Academic Affairs (UAA) to determine the appropriate category for the anticipated change. The UAA will provide guidance regarding the internal processes and assist with project planning timelines.

Step Two: Complete the campus process. In all cases, the campus or University-wide program is expected to review and approve all academic changes. Campuses establish their own academic review and approval processes. In addition, campuses may be asked to complete University-wide forms or external agency forms in addition to those established at the campus level.

Step Three: Submit the change information to the University Office of Academic Affairs. Depending upon the nature of the anticipated change and University academic policy, the UAA may document the changes for the University's internal record-keeping, review the materials and provide feedback, or process the documents through the University review and approval process prior to notifying or requesting approval from external agencies.

Step Four: Wait for confirmation by UAA prior to implementing the change. Changes that require University notice only may be implemented upon notification to the UAA. However, changes that require any other level of review, notification, or approval must not be implemented until the campus receives confirmation from the UAA that the anticipated changes have been properly and completely processed.

IV. Categories of Academic Change

There are three categories of academic changes generated by campuses or University-wide programs:

- **University Notice:** Those changes that require campus approval and notification to University Office of Academic Affairs (UAA).

- **University Review:** Those changes that require campus approval, University Office of Academic Affairs review, and notification to external agencies.

- **University and/or External Approval:** Those changes that require campus approval, University review and approval, and external agency notification or approval.

NOTE: All initial professional accreditation and any changes that require approval by professional associations are the responsibility of each campus and are not included in this policy.

V.   Detailed Description of Academic Change Processes

Listed below are examples, process, and timelines for each academic change category. Please note that the nature of an academic change may be interpreted differently by the Higher Learning Commission (HLC) or by state and federal agencies. Therefore, the change examples below are descriptive and further analysis of any particular impending change may modify the categorization.

A.   All Academic Change Categories: Campus-based Process

1. Academic, Resource, and Compliance Review

The VPAA identifies which of the elements below are required for each proposed change.

a. Resource Review:
   - Consult with the library director regarding adequacy of current library resources to support the proposed change.

   - Consult with the CFO regarding financial investment needed or budgetary impact.

   - Consult with the facilities manager regarding physical space needs

   - Consult University IT regarding technology required to support the proposed change.

b. Compliance Review:
   - Review the academic and student-related policies (posted in the portal) to assure compliance.

   - Consult with the Office of the Registrar to assure appropriate alignment with the existing curriculum and completeness of data for records   creation.

   - Consult with the Financial Aid Director to assure compliance with Federal financial aid regulations.

c. Curricular Approval
   - Complete campus-based curriculum forms.

   - Complete relevant University supplemental forms.

   - Obtain Campus Curriculum Committee Approval.

d. Administrative Approval
   - Obtain CAOapproval (VCAA for University-wide programs).

- Obtain Provost Approval (Chancellor and BoG for University-wide programs).

  2. Notification to the University Office of Academic Affairs
     - Send notification of the academic change to the Vice Chancellor for Academic Affairs.

VI. Category One: University Notice

A. Examples of changes in this category

1. Changes in fewer than 50% of the courses

2. Change in course sequencing

3. Addition of a few hybrid or online courses, with less than 50% of the total courses in the program being offered through distance delivery

4. Addition of a new location in which the institution offers fewer than five courses per year.

B. Process

1. Complete the campus-based process above.

2. The UAA will compile the data and report to the Higher Learning Commission as required.

3. The Office of University Counsel will report data to the federal and state agencies, as needed.

4. The University Director of Financial Aid will report data to the Department of Education, as needed.

VII. Category Two: University Review

A. Examples of changes that Require Notification to UAA and External Agencies

1. Change in program title.

2. Addition of a new concentration within an existing degree.

3. Addition of new non-Title IV continuing education certificate, for which academic credit and financial aid is not awarded.

4. Closure or suspension for more than one academic term of (1) course location outside Ohio in which 5 of more courses are offered per year, (2) An

additional location, or (3) a campus.

5. Suspension of recruitment and enrollment of new students in an academic program

6. Addition of a new location within the United States in which the institution offers five or more courses per year but less than 50% of a certificate or degree. (NOTE: State approval may be required.)

7. Addition of an international location that offers five or more courses.

8. The initiation of an arrangement with an unaccredited institution through which the University outsources less than 25% of the credits in an educational program.

9. The initiation of an arrangement with another accredited institution through which the University outsources 25- 50% or more of the credits in an educational program.

10. Offering a new or existing program wherein 50% or more of the courses or credits in the academic program are considered distance courses (75% of the course content is delivered by distance mode)*

11. Offering a new or existing program wherein one or more of the courses are self-paced or characterized by limited, irregular, and non-substantive interaction between the instructor and the student.*

*NOTE: The University is approved to offer up to 20% of its programs via distance education. When the number of distance education programs reaches the maximum number approved, the University will be required to obtain HLC approval to expand the number of distance programs offered.

B.   **Process**

1. Complete the campus-based process above.

2. The UAA will compile the data and report to the Higher Learning Commission as required.

3. The Office of University Counsel will report data to the federal and state agencies, as needed.

4. The University Director of Financial Aid will report data to the Department of Education, as needed.

5. The UAA will inform the campus upon receipt of approval or related correspondence.

C.   **Timeline for Submission to External Agencies**

    1.   Notification to HLC

- Annual Institutional Data Update (April)

- Other reporting instrument as established by the Commission

    2.   Notification to the U.S. Department of Education

- Quarterly or as otherwise established by the Department of Education

- Notification to the State Higher Education Boards

- Varies by state

VIII.   Category Three: University Review or Approval and/or External Approval

A.   **Examples of changes that require University-wide review and approval**

- New degree programs

- Substantive changes in degree programs

NOTE: The Council of Chief Academic Officers will be reviewing the policies associated with the above changes to assure consistency with the guiding principles, in particular, speed to market.

B.   **Examples of changes that require HLC approval**

- The initiation of an arrangement with an unaccredited institution through which the University outsources <u>25% or more</u> of the credits in an educational program.

- The initiation of an arrangement with another accredited institution through which the University outsources <u>more than 50%</u> or more of the credits in an educational program.

- Expansion of the number of approved programs to be offered via   distance

- A change from clock to credit hours, a change in academic term (quarter v. semester) or a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of an academic program

- Cancellation or suspension of an academic program (teach-out plan may be required)

- Changes in actual or apparent mission of the institution or its educational programs

- Significant changes in the character or nature of the student body, including those changes involved in seeking international students for the first time or acquiring students being taught-out-of programs provided by a closing institution.

C. Examples of changes that require HLC notification and Dept of Education approval

- Addition of a new certificate, degree (HLC only), or credential for which the institution requests Title IV eligibility and that does not represent a significant departure from the programs that the University is currently offering, as long as the program does not require substantial financial investment or resources

D. Examples of changes that require HLC approval, State approval, and Dept of Education notification

- The establishment of an additional location or change of a location in which the institution offers 50% or more of the courses in a certificate or degree.

- The establishment of a new campus

- The acquisition of a campus or location from another institution

- Relocation of a campus (will require a teach out plan and new campus approval)

E. Examples of changes that require both HLC approval and Dept of Ed approval

- The addition of an academic program at a degree or credential level not previously included in the institution's accreditation by the Commission

- The addition of an academic degree program or certificate that represents a significant departure from programs previously included in the institution's accreditation

- The addition of an academic program that requires the allocation of substantial financial investment or resources

- The addition of an program acquired from another institution

- The addition of academic programs outside stipulations imposed by a previous Commission action limiting such activity without prior approval.

F. Process for University and/or External Approval

1. Contact the Vice Chancellor for Academic Affairs (VC) to discuss the proposed change and required internal and external review processes, forms, and timelines.

2.   Complete the campus-based process (above).

3.   Send the completed forms to the VC. The UAA will provide feedback within two weeks of receipt and will schedule the University-wide review. Depending upon the proposed change, any of the following steps may be required

- Review and approval by the Council of Chief Academic Officers or University Academic Council

- Review and approval by the University Leadership Council

- Review and approval by the Board of Governors

4.   Upon University approval, the UAA will work with the campus CAOto complete external agency documents.

5.   The UAA will send a final version of the documentation to the campus Provost for final approval prior to submission to the Higher Learning Commission.

6.   The VC will coordinate with the University Director of Financial Aid and the Office of University Counsel for submission to the appropriate state and federal agencies.

7.   The UAA will inform the campus upon receipt of approval or related correspondence.

G.   Timeline of Requests to External Agencies

1.   Request for Approval to Higher Learning Commission:

- UAA submits to HLC within 24 hour of receipt of approval of final documentation by campus Provost or Chancellor for University-wide programs

- HLC requires <u>a minimum of 90 days</u> <u>for review and approval prior to implementation</u> of the change

2.   Notification to the Department of Education

- Quarterly (January , April, July, and October) upon receipt of approval from HLC and State agencies, as needed

- Must be submitted no later than <u>10 days after the implementation</u> of the change

- NOTE: The University can have only one application open at any one time, so the actual submission of the notification may be delayed until the current

request is completed by the Dept of Education.

3.　　　　Request for Approval to the Department of Education

- Quarterly (January, April, July, and October) upon receipt of approval from HLC and State agencies.

- The Department of Education requires <u>a minimum of 90 days for review and approval prior to implementation</u> of the change.

- NOTE: The University can have only one application open at any one time, so the actual submission of a new request may be delayed until the current request is completed by the Dept of Education.

4.　　　　Notification to or Approval from the State Higher Education Boards

- Varies by state. Office of University Counsel is responsible in consultation with theCAO.