

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 1030

TITLE: SUBSTANTIVE CHANGE

BASED ON POLICY: 1.03 ACCREDITATION

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To comply with the substantive change procedures of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and ensure that all substantive changes are documented and reported to the Commission in a timely fashion

II. Procedure:

Definition: Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes the following:

- A. Any change in the mission of the College
- B. Change in the legal status, governance, or ownership of the College
- C. Addition of courses or programs that represent a significant departure, either in content or method of delivery
- D. Initiation of courses or programs of study at a different degree or credential level
- E. Change from clock hours to credit hours
- F. Significant increase in the number of clock or credit hours awarded for successful completion of a program
- G. Establishment of a new location at which at least 50 percent of an education program is offered
- H. Establishment of a branch campus
- I. Closure of a program, off-campus site, or branch campus
- J. Entering into a collaborative academic arrangement with another academic institution
- K. Acquiring another institution or program location of another institution
- L. Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
- M. Entering into a contract with entities not eligible for Title IV funding to provide >25 percent of programs

To maintain compliance with the SACSCOC policy on substantive change, the College will work collaboratively and cooperatively. All questions about whether or not a change is substantive should be directed to the SACSCOC Accreditation Liaison. In general, responsibilities fall into the following categories:

- A. College committees will remain aware of current SACSCOC substantive change policies and will notify the College's SACSCOC Accreditation Liaison of initiatives that may require notification or prospectus.
- B. The College's SACSCOC Accreditation Liaison will be responsible for coordinating the substantive change notification.
- C. The President's Council will be made aware of recommended substantive changes.
- D. The College president will recommend substantive changes to the District Board of Trustees for approval.
- E. The College president will communicate with the SACSCOC president regarding substantive changes.
- F. A database of substantive change initiatives, notifications and statuses will be maintained by the accreditation liaison.

Member institutions are required to notify SACSCOC of selected changes in accordance with the substantive change policy, and, when required, seek approval prior to the initiation of identified changes. SACSCOC substantive change policy is published on the SACSCOC website at sacscoc.org/pdf/081705/SubstantiveChange.pdf and should be consulted for the most current requirements.

HISTORY: Reviewed: 10/1/18

Adopted: 3/05/13
Reviewed: 10/1/18
Revised: 3/3/15