

**Policy and Procedure for Reporting Substantive Changes
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

Academic Deans or those designated by the Deans should notify and provide the University's Accreditation Liaison (Phil Handwerk handwepg@wfu.edu) a description of any significant modification or expansion of the nature and scope of their institution. The Accreditation Liaison will proceed with the notification process as required by SACSCOC in accordance with their substantive change policy.

"Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion." --
<http://sacscoc.org/pdf/081705/SubstantiveChange.pdf>

If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

If a substantive change requires a prospectus and SACSCOC approval prior to implementation the due dates are: January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation.

While not exhaustive, substantive changes may include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- 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
- 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.
 - New programs may include undergraduate, professional and graduate degrees as well as certificates.
 - The initiation or revision of programs not offered for academic credit and that are not eligible for federal financial aid does not require reporting; however, such programs are subject to review at the time of reaffirmation.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- 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