



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Substantive Change**

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**Implementing Procedure For Policy: N/A**

**Date Approved: 08/13/08**

**Division: President's Office**

**Date Revised: 02/27/09**

**Date Revised: 11/08/10**

**Date Revised: 05/15/14**

**Date Revised: 03/20/18**

**Date Revised: 12/13/21**

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution that requires notification to, and in some cases, approval from, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as outlined in Comprehensive Standard 14.2.

In order for the college to remain in compliance with SACSCOC Comprehensive Standards, the college will report all substantive changes within the timeframes and guidelines as defined by the SACSCOC Substantive Change Policy and Procedures manual. The complete SACSCOC Substantive Change Policy Statement can be found online at <http://sacscos.org/accreitive-standards/substantive-changes/>

The following procedure is established for substantive changes:

1. The Vice President for Institutional Effectiveness and College Relations will, on a quarterly basis, review the Substantive Change policy with the president's staff.
2. The Director of Resource Development and Accreditation will meet with the Learning Management Team semi-annually to provide updates on substantive change requirements for SACSCOC notification and discuss proposed programmatic changes.
3. Related to instruction, the Vice President for Academic Affairs will scrutinize all proposals seeking to establish or expand an academic program received (1) by the Curriculum Committee, (2) through the Dual Enrollment Request process, or (3) from an external education/training provider. The vice president will then work closely with the Director of Resource Development and Accreditation to determine whether any such proposal would necessitate a substantive change. If so, they will prepare notification to the SACSCOC through the college president, and prepare and submit the proper documentation or prospectus as appropriate.
4. When the Director of Resource Development and Accreditation determines that a substantive change is contemplated, the director will prepare a letter to SACSCOC for the president to send and will monitor any SACSCOC requirements related to the change. Changes shall be submitted in a timely fashion in accordance with SACSCOC guidelines.

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Vice President

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Date

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Approved by President

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Date