



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Substantive Change

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Implementing Procedure For Policy: 2.02

Date Approved/Revised:
8/13/08, 2/27/09, 11/08/10,
5/15/14, 3/20/18, 12/13/21,
6/10/25

Division: President's Office

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes that can impact the quality of educational programs and services.

Institutional accreditation extends to all programs and services of an institution, wherever located and however delivered. Institutional accreditation does not accredit individual programs, locations, or portions of an institution. However, some new programs, locations, and other institutional changes are subject to notification or approval. Changes that require notification may be implemented after the notification is sent to the accreditor. Changes that require approval must be approved before the change can be implemented.

The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and abides by the processes and procedures outlined in the SACSCOC Substantive Change Policy and Procedures document available at sacscoc.org.

Monitoring substantive change is a team effort at CF. The Substantive Change team responsible for monitoring compliance with this policy and the substantive change process includes the President, Vice President of Academic Affairs, Vice President for Workforce Development and Innovation, Vice President for Enrollment Management and Student Affairs, Vice President for Regional Campuses, Vice President of Institutional Effectiveness and College Relations, Director of Accreditation and Institutional Effectiveness, Associate Vice President for Arts and Sciences, Coordinator of Curriculum Services and Faculty Credentialing, and the Dual Enrollment Coordinator.

The Substantive Change team monitors CF actions relative to the following list of substantive changes:

1. Substantially changing the established mission or objectives of an institution or its programs.
2. Changing the legal status, form of control, or ownership of an institution.
3. Changing the governance of an institution.
4. Merging/consolidating two or more institutions or entities.
5. Acquiring another institution or any program or location of another institution.
6. Relocating an institution or an off-campus instructional site or branch campus of an institution.
7. Offering courses or programs at a higher or lower degree level than currently authorized.
8. Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credentials).
9. Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
10. Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.

11. Initiating programs by distance education or correspondence courses.
12. Adding an additional method of delivery to a currently offered program.
13. Entering into a cooperative academic arrangement.
14. Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the Title IV Higher Education Act (HEA) program offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
15. Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
16. Adding competency-based education programs.
17. Adding each competency-based education program by direct assessment.
18. Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
19. Awarding dual or joint academic awards.
20. Re-opening a previously closed program or off-campus instructional site.
21. Adding a new off-campus instructional site/additional location including a branch campus.
22. Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
23. Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
24. Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

When a change is proposed related to anything on the list above, the Substantive Change team examines the nature and extent of the change through the lens of the SACSCOC Substantive Change Policy and Procedures document to determine if the change is substantive. If the change is judged to be substantive, the Director of Accreditation and Institutional Effectiveness will also determine if the change requires only notification to SACSCOC and may be implemented as soon as notification is made or if the change requires approval before implementation.

The Director of Accreditation and Institutional Effectiveness will provide regular updates to all CF stakeholders regarding substantive change approvals. Under no circumstances can any substantive change be implemented without the permission of the Director of Accreditation and Institutional Effectiveness.

Vice President, Institutional Effectiveness and College Relations		Date:
Approved by President		Date: