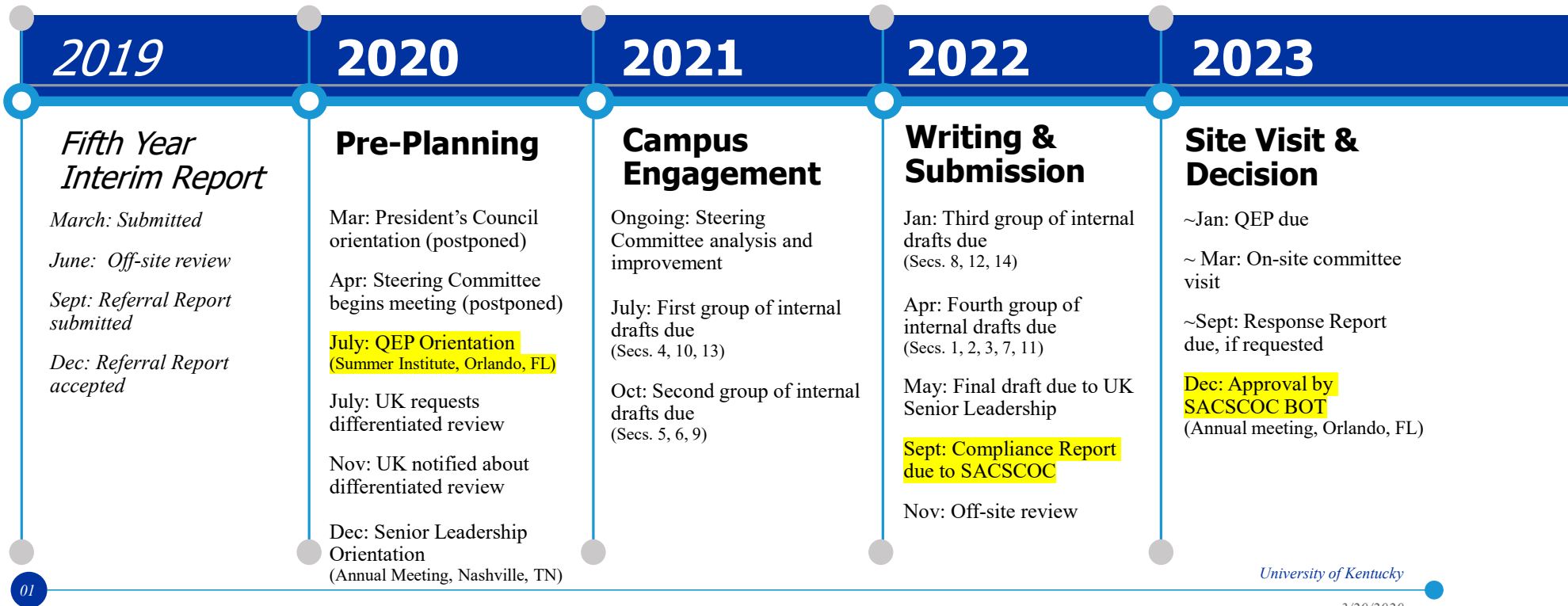




Roadmap to SACSCOC Reaffirmation

Class of 2023



Standard 14.2 Substantive change

14.2 The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy.

Key questions:

- Does the institution have an internal policy (and appropriate procedures) for notification and approval of substantive changes that:
 - Covers all types of potential substantive changes?
 - Has been approved through appropriate channels?
 - Is published where those affected can view the policy?
 - Clearly designates responsibility for substantive change reporting?
 - Shows the policy is in effect?
 - Has a means for updating when needed?

UK Process Flowchart

Source of Information

New and changing programs through Senate Forms



Biannual Substantive Change Notification



Liaison Determination

Is this change substantive under the policy?

- No, no action needed
- Yes, and change requires notification
- Yes, and change requires prior approval

Examples of Changes:

Notification only

- Closing a program (teach out)
- Entering a partnership

Prior approval

- New off-campus instructional site
- New degree completion programs
- Starting (some) new programs

Updating AR 1:5

- Major changes
 - Removed sections about how the changes themselves are approved to focus on how the substantive nature of the change is identified and reported to SACSCOC
 - Added list of expectations for the key players in the process (CAOs/Deans, University Senate, Institutional Accreditation Liaison (IAL))
 - Removed language that duplicates the SACSCOC policy
 - Grouped types of substantive changes into categories



UNIVERSITY OF
KENTUCKY
Regulations

Administrative Regulation 1:5

Responsible Office: Provost and Office of [Strategic Planning & Institutional Effectiveness](#)

Date Effective: [PENDING 9/9/2013](#)

Supersedes Version:

Substantive Change Policy on Reporting Substantive Change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Major Topics

[Introduction](#)

[Definitions](#)

[Definitions](#)

[Policy](#)

[Responsibilities](#)

[Procedures](#)

[Procedures](#)

[Reporting Requirements](#)

[Appendix A - Matrix of Approval and Recommendation Responsibilities](#)

I. Introduction

The purpose of this regulation is to establish institutional [policies and](#) procedures for ~~recognizing and approving substantive change~~ [identifying institutional and programmatic changes that are substantive and for ensuring compliance with timely notification to the Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\) policy on substantive change through timely notification.](#) ~~The University's SACSCOC Accreditation Liaison is the individual responsible for ensuring that this policy is implemented.~~ [The internal approval process for each type of change varies, and follows all other Governing and Administrative Regulations, and the Senate Rules.](#)

~~The types of substantive change and the procedures for reporting them appropriately are found in the SACSCOC's policy on substantive change. If differences occur between this Administrative Regulation and the SACSCOC's policy, the SACSCOC's policy has precedence.~~

II. Definitions

A. The Southern Association of Colleges and Schools Commission on Colleges

The SACSCOC, also called the Commission, is the recognized regional accrediting body in the 11 U.S. southern states and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees. ~~The~~ SACSCOC is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition by the U.S. Department of Education, the Commission has incorporated federal requirements into its substantive change policy and procedures. Some of those requirements expect an institution to seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution's scope of accreditation.

B. Substantive Change

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution, as defined in SACSCOC's substantive change policy. The types of substantive change and the procedures for addressing them appropriately are found in the SACSCOC's policy on substantive change and on its substantive changes website.

<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>

<http://www.sacscoc.org/SubstantiveChange.asp>

According to federal regulations and the Commission's SACSCOC Board of Trustees approval, substantive changes include:

Institutional-Level Substantive Changes:

- 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 establishment of a branch campus *
- 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*
- 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. (Level change) *
- Relocating a main or branch campus
- Closing a program, off-campus site, branch campus or institution*

Program-Level Substantive Changes:

- 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*
- A change from clock hours to credit hours*
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program*
- Altering significantly the length of a program
- Initiating a direct assessment competency-based program
- Initiating degree completion programs
- Initiating distance learning by offering 50% or more of the first program for the first time
- Closing a program, off-campus site, branch campus or institution*

Off-campus Instructional Site (OCIS) Substantive Changes:

- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program. *
- Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
- Moving an off-campus instructional site (serving the same geographic area)
- Closing a program, off-campus site, branch campus or institution*

Agreement-related Substantive Changes:

- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another 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*
- Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)

The changes starred (*) in the foregoing list are required by federal regulations. In addition to the federal definition of substantive change, the SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation.

The U.S. Department of Education and SACSCOC Board of Trustees may approve additional substantive changes at any time. If differences occur between this Administrative Regulation and the SACSCOC's policy, the SACSCOC's policy has precedence.

Notification

~~Notification to the SACSCOC regarding substantive change means the President of the University, or designee, shall send a letter to the President of the SACSCOC summarizing the proposed change, providing the intended implementation date, and listing the complete physical address if the change involves the initiation of an off-campus site or branch campus.~~

C. Prospectus

~~A prospectus is a concisely worded narrative that describes a proposed substantive change according to a format specified by the SACSCOC.~~

D. Accreditation Liaison

~~The accreditation liaison is the individual appointed by the President of the University to help ensure the University remains in compliance with SACSCOC accreditation requirements and policies. The Associate Provost for Institutional Effectiveness is the University's accreditation liaison.~~

E. Branch Campus

~~A branch campus is a location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is (1) permanent in nature, (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential, (3) has its own faculty and administrative or supervisory organization, and (4) has its own budgetary and hiring authority.~~

F. Off-campus Site

~~An off-campus site is a location of an institution that is geographically apart, but not independent, of the main campus. The site may be used in an ongoing manner to deliver programs or courses leading to a degree, certificate, or other recognized educational credential, but it does not have its own faculty, administrative organization or budget.~~

G. Distance Education

~~Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMS if used as part of the distance learning course or~~

program.

H. Degree Completion Program

A degree completion program is typically designed for a non-traditional undergraduate population such as working adults who have completed some college-level course work but have not achieved a baccalaureate degree. Students in such programs may transfer in credit from courses taken previously

and may receive credit for experiential learning. Courses in degree completion programs are often offered in an accelerated format or meet during evening and weekend hours, or may be offered via distance learning technologies.

I. Teach-out Agreement

A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides fifty percent or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

J. Teach-out Plan

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

K. Significant Departure

A significant departure is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

III. Policy

The University of Kentucky must notify the Southern Association of Colleges and Schools Commission on Colleges of changes in accordance with its substantive change policy and, when required, seek prior approval prior to the initiation of changes.

IV. Responsibilities

- A. Chief Administrative Officers (CAOs)¹ are responsible for:
- a. Being knowledgeable about what constitutes a substantive change as defined by SACSOC's substantive change policy
 - b. Notifying the Accreditation Liaison of any potential substantive changes to ensure that the institution follows all appropriate timelines and procedures
 - c. Monitoring the instruction that occurs at off-campus instructional sites and through

¹ Defined in GR Administrative Regulation 3:16 Review of Chief Administrative Officers

cooperative academic arrangements to ensure compliance with SACSCOC's Principles of Accreditation and substantive change policy

d. Coordinating the preparation of a prospectus or other documentation, as it may be required

B. The Accreditation Liaison is responsible for:

a. Being knowledgeable about what constitutes a substantive change as defined by SACSCOC's substantive change policy

b. Monitoring any changes to SACSCOC's substantive change policy

c. Ensuring the timely notification of all substantive changes to SACSCOC

d. Informing campus leaders about substantive change policy requirements

e. Gathering information about campus activities related to substantive change from CAOs and the University Senate

f. Serving on leadership councils, ~~such as the Provost's Council and Dean's Council,~~ to facilitate the identification of potential substantive changes

g. Making and documenting institutional decisions whether an action is or is not a substantive change

h. Maintaining an archive of substantive change decisions

i. Supporting the preparation of any prospectus or other documentation that may be required

C. The University Senate is responsible for:

a. Developing and maintaining procedures and forms related to academic program approval and changes that ensure proposals have been reviewed for adherence to SACSCOC's substantive change policy.

III.V. Procedures

~~A. SACSCOC requires notification for substantive change. Some substantive changes require prior notification and approval; others require only prior notification. Notification requirements for the various types of substantive change are illustrated in the Matrix of University Procedures, Approval and Recommendation Responsibilities for Substantive Change. (see Appendix A)~~

Procedures for Identifying Substantive Changes

~~Additional procedures for certain types of changes are found in the SACSCOC's Policy Statement on Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status, which can be found at the SACSCOC website.~~

~~Approval authority relating to each type of substantive change occurs at various levels of the University and is illustrated in the Matrix of University Procedure, Approval and Recommendation Responsibilities for Substantive Change. (see Appendix A)~~

~~The President may delegate administrative responsibilities for approving or recommending on substantive change to the Provost or other appropriate senior administrators (GR III.A.1). These responsibilities shall be reflected in job descriptions of the positions, letters of appointment, and other appropriate documents for those assigned such responsibilities.~~

~~Potential substantive changes are proactively identified during the academic program approval process and through the Biannual Substantive Change Notification process. When a potential substantive change is identified through the University Senate academic approval process or through notification from a Chief Administrative Officer, the Accreditation Liaison will~~

A. Academic Approval Process

In accordance with its academic approval responsibilities as established in GR IV, the University Senate ~~shall~~ must will maintain academic program approval procedures and forms that:

1. Recognize substantive changes related to academic programs in appropriate approval documents. These documents ~~shall~~ will accompany the proposal at each step; and
- ~~2. Require approval by the appropriate educational unit faculties and also include any recommendations offered by the corresponding department chair, dean, and/or Provost prior to approval of academic substantive change by the Councils of the University Senate and the University Senate; and~~
- ~~3-2.~~ 3-2. Provide for timely notification to the Commission on Colleges prior to change implementation, as required by the SACSCOC substantive change policy.

B. Biannual Substantive Change Notification

The Accreditation Liaison ~~shall~~ will ~~inform~~ contact all ~~responsible individuals at each level of the University~~ Chief Administrative Officers (CAOs, as defined in AR 3:16) (see Matrix in Appendix A) of about the SACSCOC substantive change policy and the institutional substantive change policy on a biannual basis to:

- notify them about the policy and any changes related to the policy and
- ~~and at the same time shall~~ request notification of substantive changes in planning planned for the next 12-month period. The 12-month timeframe will provide a long-range outlook to ensure that notifications can be carried out six months prior to implementation of substantive change.

~~The Accreditation Liaison shall prepare the President's notification to the SACSCOC regarding the substantive changes that are reported.~~

Procedures for Determining Substantive Change

A. When a potential substantive change is identified through the University Senate academic approval process or through notification from a Chief Administrative Officer, the Accreditation Liaison will:

1. Collect any additional information necessary to determine whether the planned change is considered substantive under the policy
2. Make an initial determination as to whether the planned change requires no action, notification of SACSCOC or prior approval by SACSCOC
3. Communicate the initial determination to the appropriate contact people for the change
4. Maintain institutional records of the determination process.

B. If the proposer of the change disagrees with the determination of the Accreditation Liaison, they should contact the Provost for resolution.

VI. Reporting Requirements

~~A.C.~~ If the Accreditation Liaison determines that a prospectus is ~~subsequently~~ required by the SACSCOC Commission, the deans or appropriate senior administrators ~~shall~~ are responsible for coordinating ~~the~~ preparation of the prospectus and forwarding ~~ing~~ the prospectus to the Accreditation Liaison for final review and submission.

~~The Accreditation Liaison shall review a required prospectus and obtain approval of the President and the Provost before preparing for submission to SACSCOC by the President, or designee.~~

References and Related Materials

34 CFR 602.22

GR Part III, The President of the University

GR Part IV, The University Senate

[Administrative Regulation 3:16](#)

[SACSCOC Policies](#)

[SACSCOC Substantive Change Policy Statement](#)

Revision History

10/1/2009, 6/4/2012, 9/9/2013, (Updated Titles 11/17/2015)

For questions, contact: [Office of Legal Counsel](#)

Appendix I

See below

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): — Notification **and/or** Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): — Requiring **ONLY** Notification Prior to Implementation

PROCEDURE 3 (P3): — Closing a Program, Site, Branch Campus or Institution

EXTERNAL: SACSCOC				INTERNAL: University Levels of Approval for Substantive Change							
Types of Substantive Change	Prior Approval Required	Time Frame For Contacting or Notifying SACSCOC	Documentation	Key: AM=Approval based on Program Academic Merit; AF=Approval based on Feasibility; AFM = approval based on Academic Merit and Feasibility; R=Recommenders*; N=Not Required				Administration noted			
ACADEMIC				Dept.	College	Councils of the Senate	University Senate	Dept. Chair	Dean		
Initiating coursework or programs at a more advanced level than currently approved	Yes (P1)	12 months prior to implementation	Application for Level Change Due Dates :- 4/15 or 10/1	Not Applicable for the University of Kentucky							
Initiating programs at a lower degree level	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R		
Expanding at current degree level (significant departure from current programs)	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R		
Initiating a branch campus (academic program aspect)	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R		
Initiating a certificate programusing existing approved courses	NA	NA	NA	AM	AM	AM	AM	R	R		
...at a new off campus site (previously approved program)	Yes (P1)	6 months prior to implementation	Prospectus	R	R	R	R	R	R		
...that is a significant departure from previously approved	Yes (P1)	6 months prior to implementation	Modified Prospectus	AM	AM	AM	AM	R	R		

*Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): — Notification and/or Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): — Requiring **ONLY** Notification Prior to Implementation

PROCEDURE 3 (P3): — Closing a Program, Site, Branch Campus or Institution

EXTERNAL: SACSCOC				INTERNAL: University Levels of Approval for Substantive Change					
Types of Substantive Change	Prior Approval Required	Time Frame for Contacting SACSCOC	Documentation	Faculty Approval based on Program Academic Merit, unless otherwise noted				Administration noted	
				Dept.	College	Councils of the Senate	University Senate	Dept. Chair	Dean
Altering significantly the length (credit hours) of a program	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) ...Student can obtain 50% or more credits toward program	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R
...Student can obtain 25-49% of credit	No (P2)	6 months prior to implementation	Letter of Notification	AM	AM	AM	AM	R	R
...Student can obtain 24% or less	NA	NA	None	AM	AM	AM	AM	R	R
Moving an off-campus instructional site (serving the same geographic area)	No (P2)	Prior to Implementation	Letter of Notification with new address and starting date	R	R	R	R	R	R

***Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.**

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): — Notification and/or Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): — Requiring **ONLY** Notification Prior to Implementation

PROCEDURE 3 (P3): — Closing a Program, Site, Branch Campus or Institution

EXTERNAL: SACSCOC				INTERNAL: University Levels of Approval for Substantive Change						
Types of Substantive Change	Prior Approval Required	Time Frame for Contacting SACSCOC	Documentation	Key: AM=Approval based on Program Academic Merit; AF=Approval based on Feasibility; AFM = approval based on Academic Merit and Feasibility; R=Recommenders*; N=Not Required				Administration noted		
ACADEMIC				Faculty Approval based on Program Academic Merit, unless otherwise noted					Dept. Chair	Dean
				Dept.	College	Councils of the Senate	University Senate			
Expanding program offerings at previously approved off-campus sites ...Adding programs that are significantly different from current programs at the site	No (P2)	Prior to implementation	Letter of Notification	AM	AM	AM	AM	R	R	
	NA	NA	NA	AM	AM	AM	AM	R	R	
...Adding programs that are NOT significantly different from current programs at the site										
Initiating Distance Learning ...Offering 50 % or more of a program for the first time (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved program)	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R	
	No (P2)	Prior to implementation	Letter of Notification	AM	AM	AM	AM	R	R	
	NA	NA	NONE	AM	AM	AM	AM	R	R	
...Offering 25-49 %										
...Offering 24 % or less										

*Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): Notification and/or Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): Requiring ONLY Notification Prior to Implementation

PROCEDURE 3 (P3): Closing a Program, Site, Branch Campus or Institution

EXTERNAL: SACSCOC				INTERNAL: University Levels of Approval for Substantive Change					
Types of Substantive Change	Prior-Approval Required	Time Frame for Contacting SACSCOC	Documentation	Faculty Approval based on Program Academic Merit, unless otherwise noted				Administration noted	
				Dept.	College	Councils of the Senate	University Senate	Dept. Chair	Dean
Entering into a contract with an entity not certified to participate in USDOE Title IV programs ... if the entity provides 25% or more of an educational program offered by the COC accredited institution	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R
... if the entity provides less than 25% of an educational program offered by the accredited institution	No (P2)	6 months prior to implementation	Copy of the signed agreement	AM	AM	AM	AM	R	R
Initiating degree programs offered through contractual agreement or consortium	No (P2)	Prior to implementation	Letter of Notification and copy of signed agreement	AM	AM	AM	AM	R	R
Initiating certificate programs or courses offered through contractual agreement or consortium	No (P2)	Prior to implementation	Letter of Notification and copy of signed agreement	AM	AM	AM	AM	R	R
Acquiring any program from another institution	Yes	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R

***Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.**

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): — Notification and/or Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): — Requiring **ONLY** Notification Prior to Implementation

PROCEDURE 3 (P3): — Closing a Program, Site, Branch Campus or Institution

EXTERNAL: SACSCOC				INTERNAL: University Levels of Approval for Substantive Change					
Types of Substantive Change	Prior Approval Required	Time Frame for Contacting SACSCOC	Documentation	Key: AM=Approval based on Program Academic Merit; AF=Approval based on Faculty Academic Merit; AFM= approval based on Academic Merit and Administrative Feasibility; R= Recommenders *; N=Not Required				Administration Recommendation	
ACADEMIC				Faculty Approval based on Program Academic Merit, unless otherwise noted				Administration Recommendation	
				Dept.	College	Councils of the Senate	University Senate	Dept. Chair	Dean
Altering significantly the length of a program	Yes (P1)	NA	Prospectus	AM	AM	AM	AM	R	R
Initiating degree completion programs (Note SACSCOC definition)	Yes (P1)	NA	Prospectus	AM	AM	AM	AM	R	R
Closing a program (without need for a teach-out plan)	Yes (P3)	Immediately following decision to close	Letter of notification	AM	AM	AM	AM	R	R
Closing a program approved off-campus site, branch campus, or institution ...Institution to <u>teach out</u> its own students	Yes (P3)	Immediately following decision to close	Description of teach-out plan included with letter of notification	AM	AM	AM	AM	R	R
<u>Institution contracts</u> with another institution to teach-out students (Teach-out Agreement)	Yes (P3)	Immediately following decision to close	Description of teach-out plan included with letter of notification	AM	AM	AM	AM	R	R
Initiating JOINT programs or DUAL programs with another institution ... SACSCOC accredited institution	NA (P2)	Prior to implementation	Copy of signed agreement and contract information for each institution	AM	AM	AM	AM	R	R
... Non-SACSCOC accredited.	Yes (P1)	6 months prior to implementation	Prospectus	AM	AM	AM	AM	R	R

***Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.**

APPENDIX 1: Matrix of Procedures, Approval and Recommendation Responsibilities for Substantive Change (Last update 8/19/2013)

PROCEDURE 1 (P1): Notification and/or Approval Prior to the Intended Implementation Date

PROCEDURE 2 (P2): Requiring **ONLY** Notification Prior to Implementation

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Types of Substantive Change	Prior Approval Required	Time Frame for Contacting SACSCOC	Documentation	Key: AM=Approval based on Program Academic Merit; AF=/Feasibility; AFM = approval based on Academic Merit and Feasibility; R=Recommenders*; N=Not Required				Administration noted		
ADMINISTRATIVE				Faculty Approval based on Program Academic Merit, unless otherwise noted				Administration noted		
SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval." http://www.sacscoc.org/subchg/policy/Mergers.pdf				Dept.	College	Councils of the Senate	University Senate	Dept. Chair	Dean	President
Initiating a merger/consolidation with another institution	Yes	6 months prior to implementation	Prospectus Due Dates : 4/15 or 9/15	R	R	R	R	R	R	R
Changing governance, ownership, control, or legal status of an institution	Yes	6 months prior to implementation	Prospectus Due Dates : 4/15 or 9/15	R	R	R	R	R	R	R
Altering significantly the educational mission of the institution	Yes (P1)	6 months prior to implementation	Prospectus	R	R	R	R	R	R	R
Acquiring any site from another institution	Yes	6 months prior to implementation	Prospectus	R	R	R	R	R	R	R
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	Yes	6 months prior to implementation	Prospectus	R	R	R	R	R	R	R
Relocating a main or branch campus	Yes (P1)	6 months prior to implementation	Prospectus	R	R	R	R	R	R	R
Initiating a branch campus (administrative feasibility aspect)	Yes (P1)	6 months prior to implementation	Prospectus	R	R	R	R	R	R	R

***Recommendation responsibility means having the opportunity to offer an opinion on the academic merit or the administrative feasibility of the proposed change that accompanies a proposal when it is transmitted to the next level of consideration.**