

University Policy Number: 4-01 UP		Effective/Revision Date: September 6, 2017
Subject	Substantive Change	
Authority	The President	
Applicability	Academic Units	

I. POLICY PURPOSE AND INTENT

Florida Agricultural and Mechanical University (FAMU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033 (phone: 404-679-4500). SACSCOC requires universities to report substantive changes in accordance with its substantive change policy and, depending on the nature of the change, SACSCOC requires prior notification and approval of the change before implementation. FAMU complies with the SACSCOC *Substantive Change for SACSCOC Accredited Institutions* Policy Statement, which requires the University to report all substantive changes timely, accurately, and efficiently to SACSCOC.

In accordance with the SACSCOC Substantive Change Policy Statement, FAMU is required to have policies/procedures to ensure that all substantive changes are reported to the Commission in a timely fashion. The purpose of this policy is to describe FAMU's policy, process and procedures for any substantive changes.

II. STATEMENT OF POLICY

To ensure compliance with SACSCOC requirements, FAMU has a program proposal process in place, consisting of criteria for proposals, approval protocols, and assessment of new and existing programs determining the need for the proposed changes for any program change, whether revised or new. The University mandates that each new academic degree program follows requirements and procedures of FAMU Board of Trustees Regulation 4.010 New Degree Authorization and a proposal format set by Florida BOG Regulation 8.011 Authorization of New Academic Degree Programs and Other Curricula Offerings. These regulations govern the authorization of new degree programs and internal procedures, which begin with the program faculty and include Faculty Senate review and recommendation. The process for new academic program approval can occur in three phases: CAVP Academic Coordinator Workgroup Recommendation, Feasibility Study, and Full Proposal.

Definition

SACSCOC defines a substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” Under federal regulations, substantive change includes, but not limited to:

- 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.
- 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
- 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

III. RESPONSIBILITIES

The FAMU SACSCOC Liaison is responsible for: providing guidance and oversight of the University's substantive change process, working with units initiating these changes, and coordinating the notification of the Commission. If contemplating a new academic program (degree program, majors, minors, concentrations, certificates, etc.) or offering an existing program at a new site, review University Regulations 4.005 regarding Authorization and Termination of Academic Programs, and 4.010 regarding Authorization of Academic Programs, and contact the Office of Institutional Effectiveness to start the New Degree and Track Approval Process (see link below for the required procedures).

<http://www.famu.edu/index.cfm?OfficeofInstitutionalEffectiveness&NewDegreePrograms>

It is during this process, that the program administrator and the FAMU SACSCOC staff will determine how to comply with the SACSCOC Substantive Change Policy. Once it has been determined by the program administrator and the FAMU SACSCOC Office that a Substantive Change notification is required based on the SACSCOC Procedures for reporting Substantive Changes listed below and internal procedures for approvals are underway, the program administrator is required to prepare a notification of changes and/or a substantive change prospectus as appropriate to be submitted to FAMU SACSCOC following the guidelines and deadlines listed in the **Substantive Change for SACSCOC Accredited Institutions in Appendix A at least two (2) months prior to the date it is due to SACSCOC.**

The unit/program administrator initiating the change must draft a written “Notification Letter” detailing the change and any required SACSCOC documentation. Contact the FAMU SACSCOC Office for the “Notification Letter” and any other information needed. The letter must, ultimately, be signed by the President. The Provost along with the SACSCOC Office and the Office of Institutional Effectiveness will provide information, review the submission, and provide feedback. In addition to the “Notification Letter,” a Substantive Change Prospectus may also be required. (SACSCOC requires use of their Substantive Change Prospectus Template (www.sacscoc.org - Substantive Changes))

OFFICIAL NOTIFICATION FROM SACSCOC IS REQUIRED PRIOR TO THE IMPLEMENTATION OF ANY PROGRAM REQUIRING PRIOR APPROVAL.

For additional information on types of substantive change, substantive change visits, and budget considerations, please review SACSCOC’ Policy Statement on Substantive Change (www.sacscoc.org - Substantive Changes), and contact the SACSCOC Office and Office of Institutional Effectiveness.

SACSCOC Procedures for Reporting Substantive Changes

There are three procedures for addressing the different types of substantive changes:

Procedure 1: For the Review of Substantive Changes Requiring Approval Prior to Implementation – (submission of a prospectus for prior approval).

Examples of Procedure 1 substantive changes that require notification followed by submission of a prospectus include:

- Expanding at current degree level (significant departure from current programs)
- Offering 50% or more of at least one program’s credits at a new off-campus instructional site – including a dual enrollment high school site.
- Initiating a branch campus
- Initiating certificate programs that are significant departures from previously approved programs
- Initiating a joint degree with an institution not accredited by SACSCOC
- Relocating a main or branch campus

Procedure 2: For the Review of Substantive Changes Requiring Only Notification (but not prior approval) prior to implementation (some changes also require submission of additional documents).

Examples of Procedure 2 substantive changes that require prior notification, but do not automatically require submission of a prospectus include cases where the institution intends to:

- Initiate an off-campus site – including a dual-enrollment high school site - at which a student may earn at least 25% but less than 50 percent of credits toward a program (*please be sure to include the street address and starting date*).

- Move an approved off-campus instructional site within the same geographic area to serve essentially the same pool of students. The letter of notification must include the address of the old site, the address of the new site, and the starting date of the new site.
- Offer for the first time credit courses via distance learning/technology-based instruction by which students can obtain at least 25% but less than 50% of their credits toward an educational program.
- Initiate programs/courses delivered through contractual agreement or a consortium. This provision *does not apply* to articulation agreements with other institutions, clinical agreements, or internship agreements.
- Enter into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the accredited institution. A copy of the signed agreement must be provided.
- Repackage existing approved curriculum to create a new degree level, such as an institution that offers a full 120-hour baccalaureate program creating an associate degree from its lower-division offerings.
- Initiate a dual degree program with another SACSCOC-approved institution

Procedure 3: Notification for Closing a Program, Site, Branch Campus or Institution.

SACSCOC provides a table describing the different types of substantive changes, the specific procedure to be used for each, timeline for notification of approval, and documentation requirements in its **Substantive Change for SACSCOC Accredited Institutions**, which is included as Appendix A.

Late Notification of Substantive Change

If a substantive change has been implemented without notification to the SACSCOC Liaison, the appropriate official has the responsibility to notify the Liaison of any changes immediately and the Liaison is responsible for notifying SACSCOC of the change as provided in the SACSCOC Substantive Change Policy. To ensure that this does not occur, all program administrators must review the internal processes to ensure timely reporting of substantive changes.

Failure to Notify SACSCOC of Substantive Change

If the University fails to follow SACSCOC's substantive change policy and its procedures, the accreditation of the University may be placed in jeopardy, the University's case may be referred to the Commission for the imposition of a sanction, or the University may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the University for unreported substantive changes.

Relevant Websites:

SACSCOC Policy on Substantive Change: www.sacscoc.org/SubstantiveChange.asp.

BOG Regulation 8.011 Authorization of New Academic Degree Programs and other Curricular Offerings:

http://www.flbog.edu/documents_regulations/regulations/Regulation%208_011%20New%20Program%20Authorization%20Final%2092216.pdf

BOG Regulation 8.012 Academic Program termination and Temporary Suspension of New Enrollments:

http://www.flbog.edu/documents_regulations/regulations/8.012%20Academic%20Program%20Termination%20Final%2092216.pdf


FAMU BOT Regulation 4.005 Authorization and Termination of Academic Programs:

http://www.famu.edu/regulations/Regulation%204%20005_Termination%20of%20Academic%20Programs%20FINAL%205214.pdf

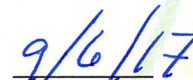
FAMU BOT Regulation 4.010 Authorization of Programs Majors, Minors and Off-campus Programs: <http://www.famu.edu/regulations/Regulation%204%20010%203-2012.pdf>

Appendix A –Substantive Change for SACSCOC Accredited Institutions

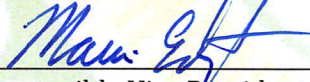
Florida Agricultural and Mechanical University Substantive Change Policy approved by:



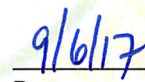
Larry Robinson, Ph.D.
Interim President



Date



Responsible Vice President



Date