



SUBJECT: Reporting of Substantive Change	Effective Date: 8-27-2015	Policy Number: 4-505.1	
	Supersedes: 4-505	Page 1	Of 3
	Responsible Authority: Provost and Executive Vice President		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 8-12-2009

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to all UCF units and locations where the university conducts its business.

POLICY STATEMENT

The University of Central Florida maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges of the (SACSCOC) policy, *Substantive Change for Accredited Institutions of the Commission on Colleges*, through the appropriate and timely reporting on areas of substantive change.

DEFINITION

Substantive Change. A significant modification or expansion of the nature and scope of an accredited institution as defined by federal regulations and SACSCOC policy.

BACKGROUND INFORMATION

The University of Central Florida is accredited by the Southern Association of Colleges and

Schools Commission on Colleges. This accreditation provides public documentation of institutional quality and enables the university to seek eligibility to participate in federal programs.

In addition to five- and ten-year reviews by the commission, UCF is required to follow substantive change procedures established by the SACSCOC that entail, as appropriate, notification and sometimes approval by the commission prior to implementing a qualifying change.

Failure to comply with the commission's substantive change procedures can result in serious consequences that include suspending the activity until required SACSCOC notification and approval is received, requiring the university to pay back financial aid dispersed to students, placing the university on sanction, or removing the university's accreditation entirely. Certain substantive changes require only prior notification. **Other changes require prior approval, which typically involves submission of a substantive change prospectus six to twelve months prior to the planned implementation of a substantive change.** Many substantive changes require on-site committee reviews by SACSCOC and have associated costs. On-site reviews require the institution to update its compliance status with the SACSCOC, *Principles of Accreditation: Foundations for Quality Enhancement*, and provide in-depth information on core requirements, comprehensive standards, and federal requirements prior to committee review.

PROCEDURES

Any unit initiating a substantive change to the nature and scope of UCF's current accreditation must notify the UCF SACSCOC liaison in the Office of Academic Affairs as soon as the change is considered. Typically, this would occur nine - twelve months in advance of the possible change. The UCF SACSCOC liaison will review each proposal to determine if it constitutes a substantive change that needs to go through the SACSCOC notification and/or approval process.

The UCF SACSCOC liaison is responsible for establishing internal procedures for identifying and reporting substantive changes. Stakeholders responsible for implementing this policy and notifying the UCF SACSCOC liaison of such changes are identified in the UCF Substantive Change Procedures maintained by the UCF SACSCOC liaison. The procedures shall be posted on an appropriate web site.

All questions about whether a change is substantive should be directed to the UCF SACSCOC liaison in the Office of Academic Affairs.

All correspondence with SACSCOC will be submitted by the president of the university or designee, the UCF SACSCOC liaison in the Office of Academic Affairs. Given their significance to the university's continued accreditation status, all substantive change requests requiring SACSCOC approval shall be reported to the UCF Board of Trustees.

RELATED INFORMATION

University of Central Florida Substantive Change Procedures: <http://afia.ucf.edu/accreditation/>

RELATED DOCUMENTS

Substantive Change for SACSCOC Accredited Institutions available at: <http://www.sacscoc.org/>

CONTACTS

UCF SACSCOC liaison in the Office of Academic Affairs: <http://afia.ucf.edu/>.

INITIATING AUTHORITY Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>4-505.1</u>	
Initiating Authority: <u>Dale Whittaker</u>	Date: <u>8/26/2015</u>
University Policies and Procedures Committee Chair: <u>Donald L. Bishop</u>	Date: <u>8/21/2015</u>
President or Designee: <u>John C. Hill</u>	Date: <u>8/27/15</u>