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### Policy Statement

This policy defines *substantive change* in accordance with the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the National Association of Schools of Art and Design (NASAD), and the Council for Interior Design Accreditation (CIDA). This policy outlines institutional responsibilities for notification of substantive change to SACSCOC, NASAD, or CIDA.

### Those Affected by the Policy


All Units of the College

### Definitions

As defined by the SACSCOC policy statement on Substantive Change for Accredited Institutions of the Commission on Colleges and SACSCOC Comprehensive Standard 3.12.1, substantive change “is a significant modification or expansion of the nature and scope of an accredited institution.” In general, this principle is mirrored by NASAD and CIDA

The following chart details institutional activities that may trigger an analysis of substantive change for each accrediting body.

<b>Action</b>	<b>SACSCOC</b>	<b>NASAD</b>	<b>CIDA</b>
Any change in the established mission or objectives of the institution	X	X	X
Any change in legal status, form of control, or ownership of the institution.	X	X	X
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.	X	X	X
The addition of courses or programs of study at a degree or credential level different from which is included in the institution’s current accreditation or reaffirmation.	X	X	X
A substantial increase in the number of clock or credit hours awarded for successful completion of a program.	X	X	X
A change from clock to credit hours.	X	X	
The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.	X	X	
The establishment of a branch campus.	X	X	
Closing a program, off-campus site, branch campus, or institution.	X	X	
Acquiring another institution or program or location of	X	X	

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another institution.			
Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.	X	X	
Entering into a contract by which an entity not eligible for Title IV funding offers 25% of one or more of the accredited institution's programs.	X	X	
A change in the program head.			X
Substantive changes in the program's faculty			X
A substantive change in the status with the institutional accrediting body.			X
Significant changes in curriculum, budget, or enrollment.			X
A change in the program affiliation within the institution, such as reassignment to another department.			X

### **Policy**

College administrators, including department heads, program directors, and coordinators are responsible for understanding the various substantive change policies and immediately notifying their respective campus-based SACSCOC, NASAD, and CIDA accreditation liaisons of any potential or proposed substantive changes.

### **Cross Reference and Related Materials\***

Southern Association of Colleges and Schools Policy Statement on Substantive Change for Accredited Institutions of the Commission on Colleges  
 SACSCOC Principle 1.1  
 SACSCOC Comprehensive Standard 3.12.1  
 SACSCOC Comprehensive Standard 3.13.1  
 NASAD Substantive Change Criteria  
 CIDA Significant Program Changes under "Maintaining Accredited Status" section of CIDA's "Policies and Procedures"