
Date August 2015, Reviewed and Revised August 24, 2022

Purpose To establish a policy and procedures for identifying substantive changes and a process to ensure timely coordination and notification regarding same to the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), and as appropriate, The University of Alabama Board of Trustees (Board), and the Alabama Commission on Higher Education (ACHE). A [Substantive Change](#) defined by SACSCOC is a significant modification/expansion of an institution's role and scope in academic curriculum, policy, and/or operations to governing bodies outside the university.

Policy The University is responsible for obtaining approval or informing, in advance, of any substantive changes in academic curriculum, policy and/or operations to governing bodies outside the University. These governing bodies include accrediting bodies, SACSCOC, the Board, ACHE, the State of Alabama Department of Education, and the State of Alabama Nursing Board. In addition, the UAH faculty, staff and students have an important role in developing, reviewing, and giving input on academic curriculum, policy and other substantive changes.

Procedure **Definitions and Requirements**

In its policy on Substantive Change for SACSCOC Accredited Institutions, SACSCOC defines substantive change broadly as any “significant modification or expansion of the nature and scope of an accredited institution.” The term “substantive change” includes items that are required by regulations of the U.S. Department of Education governing accrediting bodies of higher education institutions ([34 CFR Sec. 602.22](#)), as well as some additional items required by [SACSCOC](#).

SACSCOC [informs](#) institutions of their institutional obligations:

1. “Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes

in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.”

2. “Member institutions are required to have a policy and procedure to

Liaison serves as a resource to the campus regarding Substantive Changes and ensures that information regarding this Policy, associated resources available from SACSCOC, and answers to questions are available to the campus community.

Approval Procedure for a Substantive Change

- 1. Changes at the institution level (off-site instruction, new site, etc.)
 - a. The Provost discusses with the SACSCOC Liaison possible changes at the institutional level at least one year prior to implementation or as early as possible.
 - b. The Provost and the SACSCOC Liaison determine whether notification or approval is required for the Board, for ACHE, and for SACSCOC, and what deadlines are required for these notifications and approvals. The Provost provides that information to any others on campus that need to be involved in preparing the documentation.
 - c. The Office of the Provost is responsible for completing the required documentation and submitting it i icMC /P 5-10 (i)6 (t) (2 ()10 (dea)na10 (ons)4 (

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and approval

3. It is the responsibility of the Provost, the UAH Office of Academic Affairs, and the SACSCOC Liaison to ensure that the proper notifications and approval processes are followed for SACSCOC when Substantive Changes occur.

Implementation of the Substantive Change cannot begin until any required notifications or approvals are complete.

Review

Academic Affairs will review this policy every five years or sooner as needed.