


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Process for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Notification of Substantive Change	<u>Number</u> 6Hx20-3.022
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Pensacola State College shall report to the Commission via an official letter of notification or substantive change prospectus to ensure timely compliance with the SACSCOC Substantive Change Policy and Procedures.

Rules and Procedures:

- I. Changes resulting in substantive change shall be reported according to the SACSCOC guidelines.
- II. In the specific instance of changes thought to be “substantive” in nature, the following definition shall guide the College’s understanding and application of substantive changes: “Substantive change is a significant modification or expansion of the nature and scope of an accredited institution” (taken from “Substantive Change Policy and Procedures,” revised June 2022.)
- III. Reporting of substantive changes shall be initiated through the following formal process: Prior to the implementation of new curriculum programs at any credential level, new or relocated sites, the relocation or addition of programs to sites, the offering 25-49 percent or 50 percent or more of a program off site or through distance education, major additions or changes to College operations or services, or any additional conditions stipulated by SACSCOC at a future date, said change shall be reviewed by the appropriate College administrator and SACSCOC Institutional Liaison to determine if the change constitutes a substantive change.
- IV. All changes determined to constitute a substantive change shall be tracked on the College’s SACSCOC Substantive Change Tracking Form and notification or substantive change prospectus to SACSCOC processed according to the SACSCOC Substantive Change Policy and Procedures. .
- V. A letter of notification or substantive change prospectus under the President’s signature will be submitted to SACSCOC by the SACSCOC Liaison.
- VI. Any additional action regarding the change will be determined by SACSCOC according to the SACSCOC Substantive Change Policy and Procedures.

History:	Adopted 6/26/12; amended 1/20/15.	
President’s Signature:		Date: 02/21/2017