


PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Process for Southern Association of Substantive Change (SACSCOC) Notification of Substantive Change	<u>Number</u> 6Hx20-3.022
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
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As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Pensacola State College shall report to the Commission via the official letter of notification to ensure timely compliance with Commission policy on substantive change.

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 for Accredited Institutions of the Commission on Colleges” Policy Statement, approved December 1999; revised December 2005; updated July 2014).
- III. Reporting of substantive changes shall be initiated through the following formal process: Prior to implementation of new curriculum programs (at any credential level), new or relocated sites, relocation or addition of programs to sites, offering of 25 percent or 50 percent of a program off site or through distance education, and 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 to SACSCOC processed according to SACSCOC policy guidelines.
- V. A letter of notification 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 Commission policy on substantive change.

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