

As a member institution of the SACS Commission on Colleges, Florida Atlantic University is required to notify the Commission of any proposed substantive changes in accordance with SACS policy and, when necessary, seek approval prior to the initiation of these changes. The University is also required to have a policy and procedure in place to ensure that all substantive changes are reported to the Commission in a timely manner.

"Substantive Change" is defined by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) as a "significant modification to the standards and assurance 1

SACS-related information, policies and procedures, as well as links to Commission on Colleges websites and documents shall be posted on the SACS liaison's website at <http://www.fau.edu/sacspolicy>. Following annual review at the beginning of each academic year, a notice outlining the University's responsibilities and

Substantive Change
Additional Information/Guidelines

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Source: Excerpt from "Reporting the Various Types of Substantive Change," Substantive Change for Accredited Institutions of the Commission on Colleges, edited August, 18, 2011, SACSCOC Website.					
Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating a branch campus (See definition of "branch campus" – SACSCOC website.)	1	Yes	6 months	Yes	Prospectus
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	No	Letter of notification with new address and starting date
Expanding at current degree level (significant departure from current programs)	1	Yes	6 months	Yes	Prospectus
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus
Expanding program offerings at previously approved off-campus sites					
...adding programs that are significantly different from current programs <u>at the site</u>	2	Yes	Prior to implementation	No	Letter of notification
...adding programs that are NOT significantly different from current programs <u>at the site</u>	NA	NA	NA	NA	NA

Initiating a certificate program at employer's request/short notice...					
...at a new off-campus site (previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified Prospectus
...that is a significant departure from previously approved programs	1	Yes	Approval required prior to implementation	Yes	Modified Prospectus
Initiating other certificate programs...					
At a new off-campus site (previously approved program)	1	Yes	6 months	Yes	Prospectus
That are a significant departure from previously approved programs.	1	Yes	6 months	Yes	Prospectus

Initiating distance learning... ..

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Offering 50 percent or more of a program for the first time (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs)

Closing a program, approved off-campus site, branch campus, or institution: