
SUBSTANTIVE CHANGE COMPLIANCE POLICY
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

(Approved by the Chancellor, September 28, 2011)
(Amended November 30, 2012)
(Amended November 28, 2017)¹

Purpose

The University of North Carolina at Greensboro (UNCG) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) [*Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement*](#). The SACSCOC policy mandates 1) reporting of and approval for certain modifications or expansions to the nature or scope of accredited institutions, and 2) that accredited institutions maintain an institutional-specific policy that describes how the institution will remain in compliance with the SACSCOC policy.

Scope

The University of North Carolina at Greensboro *Substantive Change Compliance Policy* applies broadly to the institution, including each academic unit, department, or other organizational structure within the University to whom the situations outlined below apply.

Policy

No substantive change requiring SACSCOC approval shall be implemented until a letter of approval has been received from the SACSCOC. Prior to receipt of the letter of approval, any reference to the change, including advertising, will include wording that the initiative is "pending SACSCOC approval." Any substantive change that requires SACSCOC approval and is implemented without such must be immediately reported to the University Accreditation Liaison.

Substantive Change

The Commission on Colleges specifically defines Substantive Change as "a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution

¹ Non-substantive changes made by the Provost, April 5, 2019.

- 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
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation."²

Roles and Responsibilities

The Chancellor has the overall responsibility for UNCG's compliance with SACSCOC policies and appoints an Accreditation Liaison for UNCG.

The Provost and Executive Vice Chancellor and Academic Deans will be familiar and will comply with SACSCOC's policy on substantive changes and UNCG's *Substantive Change Compliance Policy*. They or their representatives will inform and consult with UNCG's Accreditation Liaison in regard to potential substantive changes.

Academic unit leadership (associate deans/heads/chairs) will be familiar and comply with UNCG's *Substantive Change Compliance Policy*. They will ensure that faculty involved with initiating changes are aware of this policy and that a [Substantive Change Checklist](#) is submitted to UNCG's Accreditation Liaison for all changes stipulated on the checklist, and any other changes for which the determination of whether they are or are not substantive is in question.

UNCG's Accreditation Liaison serves as the contact person between SACSCOC and UNCG, and is responsible for assisting the campus in complying with SACSCOC's policy on substantive changes by:

- Identifying which changes are considered to be substantive changes
- Reviewing all curriculum committee proposals for substantive changes
- Coordinating reporting activities to SACSCOC in a timely manner for all substantive changes
- Ensuring that applicable UNCG and UNC System Office policies and procedures have been followed
- Maintaining records pertaining to substantive changes
- Providing periodic training to academic departments and units
- Communicating any changes to SACSCOC policy on substantive changes to appropriate academic leadership

Consequences of Violating This Policy

Responsibility for enforcement of this policy resides with the Chancellor.

Related Policies

The UNC Policy Manual Policy on Academic Program Planning [400.1](#) and [400.1.1\[R\]](#)

Related Information

²[Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement Southern Association of Colleges and Schools Commission on Colleges website](#)
[The Accreditation Liaison](#)

Contact

The current SACSCOC Accreditation Liaison for UNCG is:

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History

This policy replaces the Substantive Change Policy first approved September 28, 2011 and then approved in revised form on November 20, 2012. The current revision was made to take into account changes in the relevant SACSCOC policy.