Substantive Change (#1005)

Purpose / Reason For Policy

The University of West Georgia (UWG) is responsible for complying with the policies of its institutional accreditor, the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC), and the Board of Regents (BOR) of the University System of Georgia (USG). Notification and reporting of any Substantive Change by an accredited institution are mandated by the U.S. Department of Education regulation 34 CFR 602.22.

Policy Statement

UWG must comply with the SACSCOC Substantive Change Policy as a condition of its continued accreditation by SACSCOC. As a result, the university must notify, and in some cases receive approval from, SACSCOC in advance and within specified timeframes prior to taking action that involves a SACSCOC-defined Substantive Change. Changes that are considered substantive may include, but are not limited to, adding a program that is a significant departure from existing programs; closing a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site; offering courses or programs at a site not previously approved as an off-campus instructional site, adding or relocating an off-campus instructional site; entering into a cooperative academic arrangement; and awarding dual or joint academic awards.

The President, or designee is authorized to establish procedures for compliance with this Policy.

Scope/ Applies to

☑ All Employees  ❐ Faculty  ❐ Staff  ☑ Students  ☑ Others: Third parties doing business with UWG

Roles and Responsibilities

UWG’s SACSCOC Institutional Accreditation Liaison (SACSCOC Liaison) is the University employee designated by the institution president to monitor compliance with SACSCOC requirements. The
SACSCOC Liaison determines which changes must be reported to SACSCOC and how those changes should be communicated, and files appropriate documentation with SACSCOC. Responsibilities of the SACSCOC Liaison are defined by SACSCOC guidelines.

Vice Presidents, Associate/Assistant Vice Presidents, Deans, Chairs, Program Coordinators, and Directors have the fundamental responsibility to:

- Be generally aware of the SACSCOC Substantive Change Policy and Procedures linked on the [SACSCOC Substantive Change webpage](https://sacscoc.org/accrediting-standards/substantive-changes/).
- Inform the University’s SACSCOC Liaison at the earliest point possible in the development of a proposal or plan that may constitute a Substantive Change for the University.
- Provide the SACSCOC Liaison with any data, information, or prospectus necessary to comply with SACSCOC policy when requested.

**Compliance**

If an institution fails to follow SACSCOC Substantive Change Policy and Procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported Substantive Change. In addition, the institution’s case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

**Resources**

- SACSCOC Substantive Change Policy and Procedures linked at ([https://sacscoc.org/accrediting-standards/substantive-changes/](https://sacscoc.org/accrediting-standards/substantive-changes/))
- U.S. Department of Education, Substantive changes and other reporting requirements, 34 C.F.R § 602.22

**Approval Signatures**

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