



College of The Albemarle Procedure

Procedure Number: 1-8P

Pages: 1 of 2

Title: SACSCOC Substantive Change

Related Policy:

Division of Responsibility: Institutional Research, Planning, Effectiveness and Technology

According to the Southern Association of College and Schools Commission on Colleges (SACSCOC), “A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.”

Some of the most common substantive changes include:

1. Offering programs and courses at new sites
2. Implementation of new programs
3. Termination of programs
4. Closing of sites

A full list of substantive changes and their notification or approval requirements can be found in the [SACSCOC Substantive Change Policy and Procedures](#).

College of The Albemarle (COA) is responsible for ensuring compliance with SACSCOC policy by providing notification or seeking approval as warranted prior to the initiation of any substantive changes.

Substantive changes requiring notification only may be submitted any time before implementation.

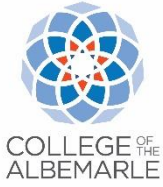
Substantive changes requiring approval must be submitted before implementation following SACSCOC guidelines:

“For a substantive change requiring approval by the full Board of Trustees (which meets biannually), to be implemented after the date of the Board meeting, the submission deadlines are

- March 15 for review at the Board’s biannual meeting in June of the same calendar year, and
- September 1 for review at the Board’s biannual meeting in December of the same calendar year.

For a substantive change requiring approval by the Executive Council of the Board of Trustees (which meets year-round), the submission deadlines are

- January 1 for changes to be implemented July 1 through December 31 of the same calendar year, and
- July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.”



College of The Albemarle Procedure

Procedure Number: 1-8P

Pages: 2 of 2

May, 2021

Date of Last Review

May, 2021

Date of Last Revision