

Revised: 10/1/2012, 10/1/2022, 7/16/2026

Changes that may be implemented at the local level must be proposed in writing by the program coordinator to the appropriate department head or chair and then to the appropriate dean for approval before submission to the Coordinator of Curriculum Operations. The written proposal must include the educational rationale for the change.

The Coordinator of Curriculum Operations will review the proposal for validity and share qualified proposals with the appropriate academic dean; the Dean of Workforce Innovation and Strategic Planning/SACSCOC Liaison; the Vice Provost of Educational Programs; and the Provost of Educational Programs/Chief Academic Officer.

This group will determine whether the proposed change is substantive in nature and whether notification to external stakeholders, including state or federal departments and institutional or program accreditors, is required.

During a fall meeting of department heads, department chairs, program coordinators, general education coordinators, and the Faculty Assembly president, the Provost's Office will share the proposal and provide an opportunity for discussion with their constituents.

After receiving comments from faculty leadership present, the Provost's Office will provide a copy of the proposed changes to the SACSCOC Liaison for review. Upon approval, the proposed change will be implemented the following fall semester.

Substantive change, as defined by SACSCOC, requires review of changes to curriculum programs of study. To ensure that the SACSCOC Liaison is aware of potential substantive changes, the Liaison serves as a member of the curriculum team that reviews Program of Study Change forms submitted by academic program coordinators or department heads and chairs.

Once the proposed change is validated by the Provost's Office, the request is also reviewed by the SACSCOC Liaison, who determines whether the request rises to the level of a substantive change. If the Liaison determines that a program or institutional change is substantive, the Liaison will contact SACSCOC and provide the appropriate documentation.

As appropriate, the Liaison will work with the Provost's Office and the appropriate department chair or head to gather and submit substantive change documentation to SACSCOC.

Refer to Procedure 1.12.3 for specific details related to academic substantive changes.