

Revised: 10/1/2012; 10/1/2022

Rescinded: 7/17/2026

Changes that may be implemented at the local level must be proposed in writing by the program

The Director of Curriculum Operations will review the proposal for validity and share qualified proposals with the Dean of Planning and Research, the Vice President of Instruction, and the Senior Vice President of Academic Affairs. This review will determine whether the change is substantive and requires notification of external stakeholders, such as state or federal departments and regional or program accreditors.

Consultation and Recommendation

During a fall meeting of the Department Chairs and Program Coordinators, the Vice President of Instruction will share the proposal with department chairs, program and general education coordinators, and the Faculty Assembly President. These representatives will have the opportunity to discuss the proposal with their constituents.

After receiving comments from the department chairs and the Faculty Assembly President, the Vice President of Instruction will provide a recommendation to the Senior Vice President of Academic Affairs and will provide a copy to the SACSCOC Liaison.

Approval and Implementation

Upon approval, the proposed change will be implemented the following fall semester.

Substantive Change Review

Substantive change, as defined by SACSCOC, requires review of changes to programs of study in curriculum courses. To ensure the SACSCOC Liaison is aware of potential substantive changes, the Liaison serves as a member of the three-person review team for Program of Study Change forms submitted by academic program coordinators or department chairs.

Once the proposed change is validated by the Vice President of Instruction, the request is also reviewed by the SACSCOC Liaison and the Senior Vice President of Academic Affairs to determine whether it rises to the level of a substantive change. If the Liaison, Senior Vice

President of Academic Affairs, and Vice President of Instruction determine that a program or institutional change is substantive, the SACSCOC Liaison will contact SACSCOC to provide appropriate documentation. As appropriate, the Liaison will work with the Vice President for Academic Affairs, the Vice President of Instruction, and the appropriate department chair to gather and submit substantive change documentation to the Commission.

Related Procedure

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