

SUBSTANTIVE CHANGE POLICY

Academic Affairs Policy Statement No. 19

1. References

- a. Southern Association of Colleges and Schools (SACS) *The Principles of Accreditation*, Section 3.12
<http://www.sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf>
- b. Southern Association of Colleges and Schools (SACS), *Substantive Change for Accredited Institutions of the Commission on Colleges*
<http://www.sacscoc.org/SubstantiveChange.asp>

2. Policy

The University of Georgia is responsible to comply with the SACS Substantive Change policy as a condition of its continued accreditation by SACS. Substantive change is defined by SACS as “a significant modification or expansion of the nature and scope of an accredited institution.” Examples of substantive change may include, but are not limited to, establishing a new site at which students can earn 50% or more of the credits toward a UGA degree, or the first offering of a joint program with another institution through which UGA credit may be earned.

3. Responsibility

Responsibilities of Associate Provosts, Vice Presidents, Deans, and Directors:

Associate Provosts, Vice Presidents, Deans, and Directors have the fundamental responsibility to be generally aware of the substantive change policy, inform the University’s SACS Liaison at the earliest point possible of proposals that may be considered a substantive change for the University, and provide the SACS Liaison with any data, information, or prospectus necessary to comply with SACS policy when requested.

Responsibilities of the SACS Liaison:

The SACS Liaison will:

- provide the Associate Provosts, Vice Presidents, Deans, and Directors with information about the SACS substantive change policy. This includes, but is not limited to, maintaining a section of the Office of Institutional Effectiveness website concerning substantive change and sending information about substantive change to the Associate Provosts, Vice Presidents, Deans, and Directors at least annually;
- provide a list of examples of substantive change on the Office of Institutional Effectiveness website;
- work with Associate Provosts, Vice Presidents, Deans, and Directors to determine whether a proposed change is substantive;
- determine what action with respect to SACS is needed when a change is substantive;
- file the appropriate notice or prospectus with SACS;
- coordinate with SACS and the Provosts, Vice Presidents, Deans, and Directors about any required follow-up action.

4. Procedure

Notification of SACS Liaison of Proposed Changes

If a change is substantive, SACS must be notified as much as 12 months in advance of implementing the change. Upon becoming aware of a proposed change that may be substantive, Associate Provosts, Vice Presidents, Deans, and Directors of the unit proposing the change should notify the SACS Liaison. The Vice President for Instruction will provide the SACS Liaison with a copy of the University Curriculum Committee agenda prior to each meeting. The SACS Liaison will then determine if any of the University Curriculum Committee agenda items could be considered a substantive change.

Late Notification of SACS Liaison

If it is discovered that a program that may be considered a substantive change has been implemented without notification of the SACS Liaison, the appropriate Associate Provost, Vice President, Dean, or Director has responsibility to notify the SACS Liaison immediately. It is then the responsibility of the SACS Liaison to notify SACS as provided in the SACS Policy.

To ensure that proposals that may be considered substantive changes do not go unreported, it is recommended that Associate Provosts, Vice Presidents, Deans, and Directors review annual reports taking into consideration the substantive change policy.

5. Point of Contact

Every SACS member institution has an Accreditation Liaison whose charge is to ensure compliance with accreditation requirements. The current SACS Liaison for the University of Georgia is:

Robert G. Boehmer
Associate Provost for Institutional Effectiveness and Extended Campus Educational Programs
203 Administration Building
706-542-2558
bboehmer@uga.edu