

Undergraduate and Graduate Curriculum Committee Responsibility and Guidelines for Reporting Proposed Substantive Changes

The University of Central Florida maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy, *Substantive Change for SACSCOC Accredited Institutions*, through the appropriate and timely reporting on areas of substantive change. Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by federal regulations and SACSCOC policy.

Substantive changes include proposed actions reviewed by the undergraduate and graduate curriculum committees. These can include but are not limited to the following:

- altering significantly the length of a program
- initiating a degree completion program
- changing from clock hours to credit hours
- initiating courses or programs at a different credential level than currently approved
- expanding degree or graduate certificate programs at the current approved credential level if a significant departure from current programs
- initiating a new off-campus instructional site (including high school dual enrollment sites) where 25 percent or more of existing or new degree or graduate certificate programs will be offered
- relocating an off-campus instructional site, a main campus, or a branch campus
- establishing programs or courses offered through contractual agreement or consortium, including joint or dual degrees with another institution
- initiating a direct assessment competency-based program
- entering into a contract with an entity not certified to participate in U.S. Department of Education Title IV programs (e.g., to deliver UCF courses)
- closing a degree or graduate certificate program
- closing an off-campus instructional site (including high school dual enrollment sites) or a branch campus (e.g., closing a program that effectively closes a UCF site)

At the time such changes are considered, the Undergraduate Program Curriculum Committee and Graduate Council are responsible for bringing the proposed actions to the attention of the dean and vice provost responsible for undergraduate or graduate studies, as appropriate. The undergraduate and graduate deans are responsible for notifying the UCF SACSCOC liaison in the Office of Academic Affairs about potential substantive changes. Certain changes require approval by SACSCOC prior to implementation and can also require a SACSCOC on-site committee visit.

Thus, it is important that the internal reporting deadlines denoted in the UCF *Substantive Change Procedures* matrix be met (usually requires internal notification to the UCF SACSCOC liaison 9-12 months in advance of implementation). The UCF SACSCOC liaison will review each proposal to determine if it constitutes a substantive change to the nature and scope of the

institution's current accreditation and whether or not it needs to go through the SACSCOC notification and/or approval process.

For additional information see:

[UCF policy 4-505 Reporting of Substantive Change](#)

[UCF Substantive Changes Procedures](#)

[Substantive Change for SACSCOC Accredited Institutions](#)