1. **Policy Purpose Statement**

Kennesaw State University (KSU) is responsible for compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy statement, *Substantive Change for SACSCOC Accredited Institutions*, as a condition of continued regional accreditation. SACSCOC defines substantive change as “a significant modification or expansion in the nature and scope of an accredited institution.”

2. **Background**

Per its policy statement on substantive change, SACSCOC requires KSU to have a policy and procedure to “ensure that all substantive changes are reported to the Commission [SACSCOC] in a timely way.” This policy outlines the types of substantive changes, appropriate actions for applying for the SACSCOC approval changes, and the roles and responsibilities of the University in applying this policy.

3. **Scope (Who is Affected)**

Substantive change decisions and actions directly affect students, faculty, and staff because the University’s accreditation status is associated with the University’s compliance with this policy.

4. **Exclusions or Exceptions**

There are no exclusions or exceptions to this policy.

5. **Definitions and Acronyms**


6. **Policy**

University decisions that may be considered a substantive change can be determined easily when discussed in advance of any major academic, business, or operational action. More important is the recognition that substantive change can occur at the program, departmental, or institutional level. The
full list of substantive change types, the specific procedure to be used for each change, their respective approval/notification requirements, and their reporting timelines are listed in the Substantive Change for SACSCOC Accredited Institutions Policy Statement (http://sacscoc.org/policies.asp).

Responsibilities

Administration and academic officers are fundamentally responsible for being aware of the substantive change policy in order to inform the University’s accreditation liaison at the earliest point in the development of a proposal or plan that may constitute a substantive change for KSU. University officers would provide the accreditation liaison with any data or information necessary to comply with SACSCOC policy as needed for policy compliance.

KSU’s accreditation liaison is responsible for updating administration and academic officers on SACSCOC substantive change requirements. The accreditation liaison is also responsible for the following:

- Maintaining the University’s policy on substantive change;
- Keeping administration and academic officers up to date on the substantive change policy;
- Providing an annual update on substantive change to the President’s Cabinet;
- Publishing on the accreditation liaison’s website information on University actions and procedures concerning substantive change;
- Collaborating with and advising University officials to determine whether a proposed change is substantive and what action may be required when a change is substantive;
- Submitting the appropriate notice, prospectus, or application with SACSCOC; and
- Coordinating with SACSCOC and University officials on any required follow-up action.

7. Associated Policies/Regulations


8. Procedures associated with this policy

The KSU accreditation liaison will provide assistance and information to the unit(s) involved in the substantive change to ensure compliance.

9. Forms associated with this policy

The KSU accreditation liaison will provide forms and instructions to the unit(s) involved in the substantive change to ensure the use of the most current reporting documentation.

10. Violations

If an accredited institution fails to follow the Substantive Change for SACSCOC Accredited Institutions Policy Statement, the institution could be subject to special review and lose its federal financial aid (Title IV) funding or be required by the U.S. Department of Education to reimburse money received by the institution for programs related to an unreported substantive change. In addition, SACSCOC may impose a sanction on the institution or remove it from the Commission’s
membership.

11. Review Schedule

The Office of Institutional Effectiveness reviews KSU’s Substantive Change Policy annually.