Title
Internal Monitoring Procedures for Substantive Changes

Responsible Administrator:
George Ellenberg, Vice Provost

Responsible Office:
Office of the Provost

**Rationale**

The following procedures are established to identify and track programmatic changes requiring notification to and/or approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Florida Board of Governors (BOG). As a member institution, UWF is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission or to the BOG in a timely fashion.

Failure to comply with the Substantive Change Policy of SACSCOC can result in serious consequences that include suspending the activity until the Commission’s approval is received, requiring the University to refund federal financial aid dispersed to students, placing the University on sanction, or removing the University’s accreditation entirely.

**Table of Contents**

- Beginning a New Degree Program or Closing a Program
- Certificates
- Distance Learning
- Credit by Proficiency or Accelerated Programs
- Collaboration with Other Universities or Business Entities
- Activity off the Main Campus
- Changes in Location or Governance
Beginning a New Degree Program or Closing a Program

Initiating a new doctoral degree program
➢ *Contact ASPIRE aspire@uwf.edu*

Initiating a new degree program at the bachelor’s or master’s degree level
➢ *First go to https://sites.google.com/a/uwf.edu/new-academic-degree-programs/*

Expanding or changing a program at the current degree level with significant departure from the current program
➢ *Contact ASPIRE aspire@uwf.edu*

Closing a program where the institution plans to teach out its own students or institution or where the institution contracts with another institution(s) to teach-out students (Teach-out Agreement)
➢ *Contact ASPIRE aspire@uwf.edu*

Certificates

Initiating a certificate program using existing approved courses and location
➢ *No prior approval required*

Initiating a certificate program if using a previously approved location and existing courses
➢ *No prior approval required*

Initiating a certificate program at a new off-campus site
➢ *Contact ASPIRE aspire@uwf.edu*

Initiating a certificate program that is a significant departure from previously approved programs
➢ *Contact ASPIRE aspire@uwf.edu*

Credit by Proficiency or Accelerated Programs

Initiating a direct assessment, prior learning, or competency-based certificate or degree program
➢ *Contact ASPIRE aspire@uwf.edu*

Initiating degree completion programs
➢ *Contact ASPIRE aspire@uwf.edu*

Changing from clock hours to credit hours
➢ *Contact ASPIRE aspire@uwf.edu*

Significantly altering the length of a program
➢ *Contact ASPIRE aspire@uwf.edu*
Distance Learning

Initiating distance learning by offering 24% or less of any program for the first time
   ➢ No prior approval required

Initiating distance learning by offering 25% or more

Collaboration with Other Universities or Business Entities

Initiating dual or joint degrees involving program expansion (significant departure) where a student can obtain 50% or more credits toward a program
   ➢ Contact ASPIRE aspire@uwf.edu

Initiating a merger/consolidation or dual or joint degrees with another institution (whether it is accredited by SACSCOC or not)
   ➢ Contact ASPIRE aspire@uwf.edu

Acquiring any program or site from another institution
   ➢ Contact ASPIRE aspire@uwf.edu

Initiating programs or courses offered through contractual agreement or consortium
   ➢ Contact ASPIRE aspire@uwf.edu

Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides any amount of the educational program offered by the SACSCOC accredited institution
   ➢ Contact ASPIRE aspire@uwf.edu

Changes in Location or Governance

Relocating a main or branch campus
   ➢ Contact ASPIRE aspire@uwf.edu

Moving an off-campus instructional site
   ➢ Contact ASPIRE aspire@uwf.edu

Changing governance, ownership, control, or legal status of an institution
   ➢ Contact ASPIRE aspire@uwf.edu

Altering significantly the educational mission of the institution
   ➢ Contact ASPIRE aspire@uwf.edu
Activity off the Main Campus

Expanding program offerings at previously approved off-campus sites by adding approved programs that are not significantly different from current programs at the site or at the institution

- No prior approval required

Expanding program offerings at previously approved off-campus sites by adding programs that are significantly different from current programs at the site and at the institution

- Contact ASPIRE aspire@uwf.edu

Adding a site under a U.S. military contract for a previously approved program

- Contact ASPIRE aspire@uwf.edu

Moving an off-campus instructional site (serving the same geographic area)

- Contact ASPIRE aspire@uwf.edu

Initiating a new branch campus

- Contact ASPIRE aspire@uwf.edu

Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program

- No prior approval required

Initiating off-campus sites where student can obtain 25% or more of credits toward a program (including but not limited to: Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice)

- Contact ASPIRE aspire@uwf.edu

Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing

- Contact ASPIRE aspire@uwf.edu

Closing an approved off-campus site or branch campus where the institution plans to teach out its own students or where the institution contracts with another institution(s) to teach-out students (Teach-out Agreement)

- Contact ASPIRE aspire@uwf.edu