I. **INTRODUCTION** (Purpose and Intent)

As members of the Southern Association of Colleges and Schools (SACS), regionally accredited institutions within the University of South Florida System (USF System) are required to notify the President of the SACS Commission on Colleges (COC) of substantive changes as they occur.

*Substantive change is defined as a significant modification or expansion in the nature and scope of an accredited institution.* Examples include: the addition of new degree programs that are significantly different from the existing institutional offerings; addition of online, off-campus or international programs; or the implementation of cooperative agreements with other institutions, etc.

II. **STATEMENT OF POLICY**

Each separately accredited institution within the USF System will establish procedures by which the institutional Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will identify substantive changes and work with the initiating units within the institution to prepare the appropriate notification to the President of the SACSCOC. Notification is normally in the form of a letter to the President of the SACSCOC from the institutional CEO or designee. The policy and procedures for reporting of substantive changes by institutions are found on the SACSCOC web site at www.sacscoc.org/SubstantiveChange.asp.

Authorized and signed by:

Ralph Wilcox, Provost and Executive Vice President
Judy Genshaft, President