

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 1 - General Provisions and Executive Affairs**

**1-1017 Substantive Change**

- (1) Purpose. The purpose of this regulation is to establish the requirements, procedures, and processes necessary to ensure timely coordination and notification of substantive changes involving New College of Florida to the college's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC).
- (2) Policy Statement. New College of Florida maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges policy, *Substantive Change for Accredited Institutions of the Commission on Colleges*, through the appropriate and timely reporting on areas of substantive change. If a substantive change is discovered to have been implemented without proper notification to the SACS accreditation liaison, the Provost has the responsibility to notify the SACS accreditation liaison immediately. The SACS accreditation liaison is then responsible for notifying SACSCOC of the change as provided in the latest version of the SACSCOC substantive change policy.
- (3) Definition of substantive change. A significant modification or expansion of the nature and scope of a SACSCOC accredited institution.
- (4) Scope. This regulation applies to all college officers who can initiate, modify, review, approve, and allocate resources to any changes, including those to academic and non-academic programs and activities that may be considered a substantive change according to the most recent revision of the *SACSCOC Policy for Substantive Changes for Accredited Institutions*.
- (5) Procedure
  - (a) Each individual, position, or entity within the scope of this regulation is required to be familiar and comply with this regulation and must inform the Provost of proposals that may result in a substantive change for the college at the earliest possible stage of consideration of such proposals.
  - (b) At the earliest stage of consideration and at least two months before the timeframe specified in the summary tables below, any potential change or action that could be deemed substantive must be submitted in writing to the SACS liaison and Provost. This notification must include, at a minimum:
    1. Title of the proposed change;
    2. A brief description of the change including potential impact on students, faculty, location, scope and means of instruction;
    3. The name and position of the responsible individual who will act as contact;
    4. A tentative timeline for approval; and
    5. The earliest date possible for implementation.
  - (c) The Provost will present the potential change or action to the President for review and consideration. When all internal reviews and approvals have been obtained, the SACS liaison, at the direction of the President, will send SACSCOC written notification of the proposed change. Depending on the type of change and subsequent instructions from SACSCOC, the College may

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be required to submit a Substantive Change Prospectus and/or and Application for approval. If SACSCOC approval is required, the program or change cannot commence until such approval is attained. Formal approval is also required by the New College of Florida Board of Trustees and the Florida Board of Governors.

- (d) Substantive changes require one of three procedures, as established by SACSCOC (see summary tables below).
1. Procedure One – SACSCOC procedure associated with a substantive change that requires SACSCOC notification and approval prior to implementation. Changes under Procedure One require notification, a prospectus or application, and may involve an on-site visit.
  2. Procedure Two – SACSCOC procedure associated with substantive change that requires only SACSCOC notification prior to implementation.
  3. Procedure Three – SACSCOC procedure associated with closing a program, instructional site, branch campus or an institution.

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<b>Types of Change</b>	<b>Procedure</b>	<b>Prior Notification Required</b>	<b>Time Frame for Contacting COC</b>	<b>Prior Approval Required</b>	<b>Documentation</b>
Initiating coursework or programs at a different level than currently approved	1	NA	NA	Yes	Application for Level Change: Due dates: April 15 or September 15
Expanding at current degree level ( <i>significant departure from current programs</i> )	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus	1	Yes	6 months	Yes	Prospectus
Initiating certificate program at employer's request on short notice --					
...using existing approved courses	NA	NA	NA	NA	NA
...at a new off-campus site (previously approved program)	1	NA	NA	Yes	Modified prospectus
...that is a significant departure from previously approved programs	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating other programs --					
...using existing approved courses	NA	NA	NA	NA	NA
...at a new off-campus site (previously approved program)	1	NA	NA	Yes	Prospectus
...that is a significant departure from previously approved programs	1	Yes	6 months	Yes	Prospectus

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Altering significantly the educational mission of the institution	1	NA	NA	Yes	Contact Commission Staff
Initiating joint or dual degrees with another institution (See: SACSCOC “Agreements Involving Joint and Dual Academic Awards”)					
Joint programs with another SACSCOC accredited institution	2	Yes	Prior to implementation	NA	Copy of signed agreement and contact information for each institution
Joint programs with an institution not accredited by SACSCOC	1	Yes	6 months	Yes	Prospectus
Dual Programs	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) --					
...where Student can obtain 50% or more credit toward program	1	NA	NA	Yes	Prospectus
...where student can obtain 25-49% credit toward program	2	Yes	Prior to implementation	NA	Letter of notification
...where student can obtain 24% or less credit toward program	NA	NA	NA	NA	NA

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Expanding program offerings at previously approved off-campus sites --  ...programs that are significantly different from current programs at the site  ...programs that are not significantly different	NA  NA	NA  NA	NA  NA	NA  NA	NA  NA
Altering significantly the length of a program	1	NA	NA	Yes	Prospectus
Initiating distance learning --  ...offering 50% or more of a program for the first time  ...offering 25-49 %  ...offering 24% or less	1  2  NA	NA  Yes  NA	NA  Prior to implementation  NA	Yes  No  NA	Prospectus  Letter of notification  NA
Initiating programs or courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	NA	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV programs --  ...if the entity provides 25% or more of an educational program offered by the COC accredited institution  ...if the entity provides less than 25% of an educational program offered by the COC accredited institution	1  2	NA  Yes	NA  Prior to implementation	Yes  NA	Prospectus  Copy of the signed agreement

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Initiating a merger/consolidation with another institution	See SACSCOC policy "Mergers, Consolidations, and Change of Ownership: Review and Approval"	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Changing governance, ownership, control, or legal status of an institution	See SACSCOC policy "Mergers, Consolidations, and Change of Ownership: Review and Approval"	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	NA	Letter of notification with new address and starting date
Changing from clock hours to credit hours	1	NA	NA	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Altering significantly the length of a program	1	NA	NA	Yes	Prospectus
Initiating degree completion programs	1	NA	NA	Yes	Prospectus
Closing a program, approved off-campus site, branch campus, or institution --  ...institution to teach out its own students	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan included with letter of notification
...institution contracts with another institution to teach-out students (Teach-out Agreement)	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification

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Acquiring any program or site from another institution	See SACSCOC policy "Mergers, Consolidations, and Change of Ownership: Review and Approval"	Yes	6 months	Yes	Prospectus
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC policy "Mergers, Consolidations, and Change of Ownership: Review and Approval"	Yes	6 months	Yes	Prospectus

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 1004.32; Fla. Board of Governors Regulations 1.001 and 3.006*

*History: Adopted 03-08-14; Revised 02-24-17 (technical amendment)*