

**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 ensure all substantive changes are reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in a timely fashion, as required by the SACSCOC *Substantive Change Policy and Procedures*.
- (2) Policy Statement. To maintain compliance with SACSCOC *Principles of Accreditation*, New College of Florida reports all substantive change in accordance with the SACSCOC *Substantive Change Policy and Procedures*.
- (3) SACSCOC *Substantive Change Policy and Procedures* definition of substantive change: a significant modification or expansion of the nature and scope of an accredited institution.
- (4) Scope. This regulation applies to all college officers who can initiate, modify, review, approve, and allocate resources to any changes that may be considered a substantive change.
- (5) Procedure
  - (a) Any college officer considering any substantive change listed in the *New College of Florida Substantive Change Procedures* document (located at [ncf.edu/about/accreditation](http://ncf.edu/about/accreditation)) must inform the Provost and institutional accreditation liaison in writing at the earliest possible stage of consideration. This written notification must include:
    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 receiving all necessary approvals, including approval from the Board of Trustees and Florida Board of Governors, if required; and
    5. The earliest date possible for implementation.
  - (b) The Provost will present the proposed substantive change to the President for review and consideration. When all necessary reviews and approvals have been obtained, the institutional accreditation liaison, at the direction of the President, will notify and/or seek approval from SACSCOC in accordance with the *New College of Florida Substantive Change Procedures* (located at [ncf.edu/about/accreditation](http://ncf.edu/about/accreditation)).

Implementation of any proposed substantive change is subject to SACSCOC notification and/or approval, as defined in the SACSCOC *Substantive Change Policy and Procedures*. If a substantive change has been discovered to have been implemented without proper notification to, or approval from, SACSCOC, all college officers have the responsibility to notify the institutional accreditation liaison immediately. The institutional accreditation liaison is then responsible for notifying SACSCOC of the change according to the SACSCOC *Substantive Change Policy and Procedures*.

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*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; 04-23-19 (technical amendment); 06-05-2021*