



Angelo State University
Operating Policy and Procedure

OP 02.06: Reporting Substantive Changes to Southern Association of Colleges and Schools—Commission on Colleges

DATE: June 3, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to describe the rationale and steps necessary to comply with Southern Association of Colleges and Schools—Commission on Colleges (SACS-COC) standards related to substantive change.

REVIEW: This OP will be reviewed in May every five years, or as needed, by the SACS-COC Accreditation Liaison with recommended revisions forwarded to the president by June 15.

POLICY/PROCEDURE

1. Authority

The Southern Association of Colleges and Schools-Commission on Colleges *Principles of Accreditation: Foundations for Quality Enhancement*, Section 3, Comprehensive Standards, Requirement 3.12.1, “The institution notifies the Commission of changes in accordance with the Commission’s substantive change policy and, when required, seeks approval prior to the initiation of changes.” (Substantive change). Responsibility for compliance with the Commission’s substantive change procedures and policy, requires, as a comprehensive accreditation standard, the notification of SACS-COC regarding substantive changes, as defined below.

2. Policy

Substantive change is defined as significant modification or expansion of an institution’s scope, [as defined by SACS-COC](#). Angelo State University will strictly follow the Commission’s policy “[Substantive Change for Accredited Institutions](#).”

3. Procedure to Assure Compliance

The SACS-COC Accreditation Liaison monitors all substantive changes that require SACS-COC notification or approval and prepares correspondence for the president’s approval. At least once each academic year (or as needed), the SACS-COC Accreditation Liaison or his/her designee will inform institutional constituents concerning policies and procedures for reporting substantive changes. Refer to OP 04.05 for the approval process for new degree programs.