



MIAMI

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST POLICIES AND PROCEDURES

Substantive Change Reporting

POLICY

The University of Miami welcomes the expansion of academic opportunities through the development and offering of programs and/or courses offered off-site or by electronic means. Substantive change is defined as *a significant modification or expansion of the nature and scope of an accredited institution*. The University must report “substantive changes” to its major accrediting body, the Southern Association of Colleges and Schools (SACSCOC). In some cases the university need only notify SACSCOC of a substantive change. In many cases, however, approval prior to the implementation of the program must be acquired from SACSCOC.

The SACSCOC policy is as follows:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOCCOC) accredits an entire institution and its programs and services, wherever they are located or however they are delivered. It is responsible for reviewing all substantive changes that occur between an institution’s decennial reviews to determine whether the change has affected the quality of the total institution and to assure the public that all aspects of the institution continue to meet defined standards.

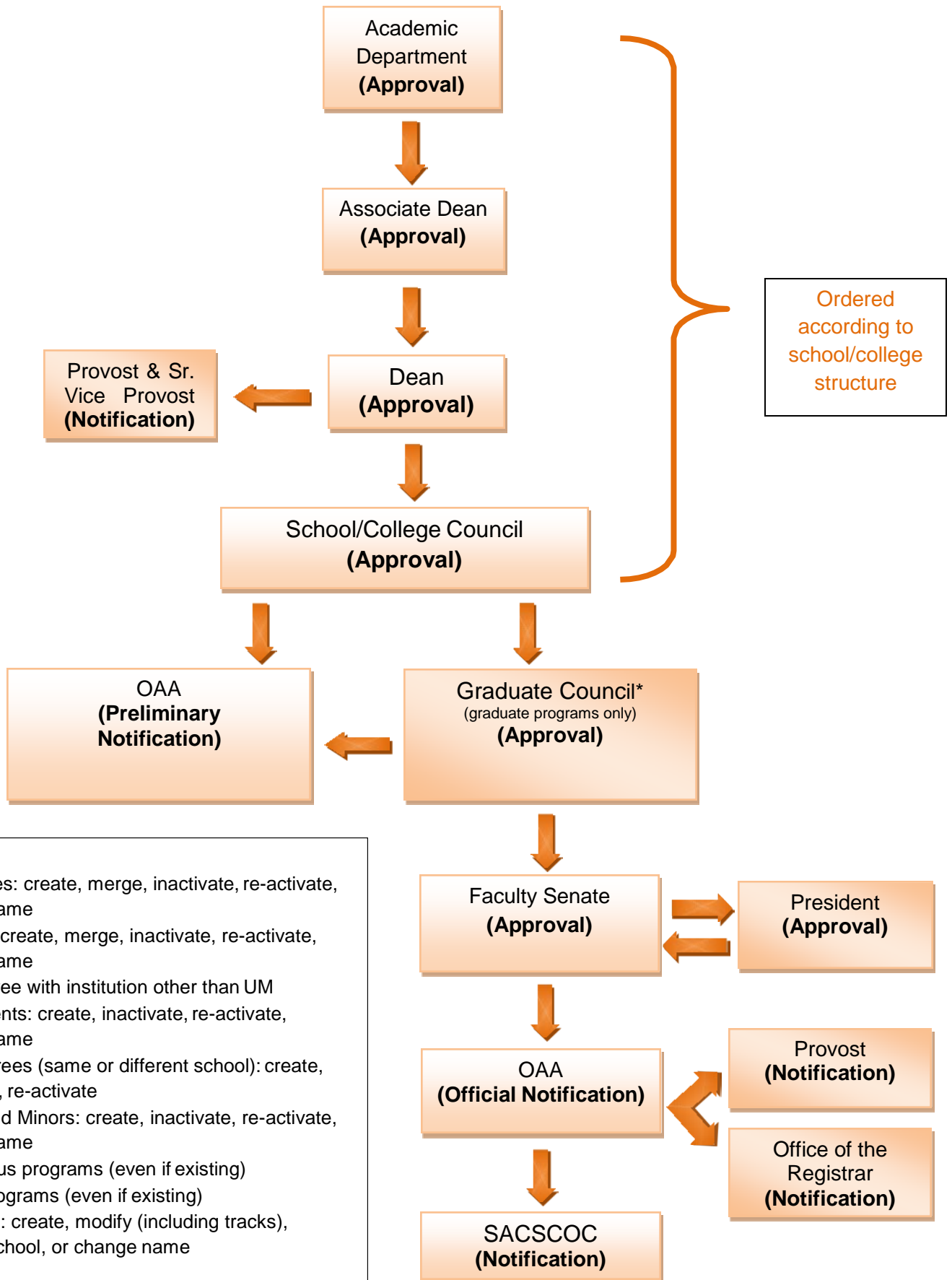
The SACSCOCCOC is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, the SACSCOCCOC has incorporated federal requirements into its substantive change policy and procedures. Some of those requirements specify that an institution seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution’s scope of accreditation.

Depending on the specific nature of the change, it must be reported to the Southern Association of Colleges and Schools (SACSCOC) as notification and/or for approval in a timely manner. All submissions will be coordinated by the Office of Assessment and Accreditation (OAA). The first step is a letter of intent signed by the accreditation liaison with basic information regarding the change. SACSCOC will then determine if a formal prospectus (template available from OAA), will be required. The time frame for submitting this information to the OAA office could accommodate the guidelines for submission to SACSCOC below. Do not make an assumption regarding the type of change being addressed. Always contact the OAA office for guidance.

PROCEDURE

The following guidelines should be followed when developing and delivering University of Miami courses (undergraduate and graduate) offsite, electronically, or for a new program/program level:

Approval Process Relating to Changes in Degrees, Programs, Majors, and Minors



Note: Changes or additions not addressed above may also require Faculty Senate and Graduate Council notification and/or approval. This chart contains basic information regarding submission of changes. There is considerably more detail in each step of the process. For advanced information pertaining to a specific step, please contact the associated department directly.