



- Administrative Area(s):** Administration, Academic Units, and Administrative Units
- Applicability:** Deans, Directors, Department Heads, Faculty, and Administrative Staff
- Scope:** Substantive Change Policy
- Date:** May 19, 2014
- Publication Requirement:** Provost's Office/Academic Affairs

Purpose:

Accredited institutions with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are required to notify the COC of substantive changes, and when required, seek approval prior to the initiation of changes.

Policy:

Nova Southeastern University (NSU) is responsible for compliance with the SACSCOC Substantive Change Policy.

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include the following:

- Any change in the established mission or objectives of the institution;
- Any change in legal status, form of control, or ownership of the institution;
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- A change from clock hours to credit hours;
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program;
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
- The establishment of a branch campus;

- Closing a program, off-campus site, branch campus or institution;
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
- Acquiring another institution or a program or location of another institution;
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution;
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

1. Responsibility

All members of NSU:

NSU has the fundamental responsibility to be generally aware of the substantive change policy, inform the Provost and Executive Vice President for Academic Affairs at the earliest point possible of proposals that may be considered a substantive change for the university, and provide any data, information, or prospectus necessary to comply with SACSCOC policy when requested.

Responsibilities of the Offices of Institutional Effectiveness:

All substantive changes will be coordinated through the Office of Institutional Effectiveness.

Responsibilities of NSU's SACSCOC Liaison:

The university's SACSCOC liaison will:

- provide the executive leadership with information about the SACSCOC substantive change policy. This includes, but is not limited to, sending information about substantive change to the Assistant/Associate Provosts, Vice Presidents, Deans, and Directors at least annually;
- work with the Director of Accreditation, when necessary, to determine whether proposed change is substantive; and
- coordinate with SACSCOC and the appropriate executive officer about any required follow-up action.

Responsibilities of NSU's Director of Accreditation:

The Director of Accreditation will:

- work with the executive leadership to determine whether a proposed change is substantive;
- determine what action with respect to SACSCOC is needed when a change is substantive;
- file the appropriate notice or prospectus with SACSCOC;
- provide a list of examples of substantive change on the Institutional Effectiveness website; and
- coordinate with the university's SACSCOC liaison about any required follow-up action.

Responsibilities of NSU's Enrollment and Student Services:

Upon confirmation of the evidence of an instance of substantive change, the Vice President of

Enrollment and Student Services will:

- update the electronic Program Participation agreement (PPA) with the substantive change(s);
- collect and submit the documentation, if required, to the United States Department of Education (US ED); and
- obtain the President's signature for submission to US ED.

2. Procedure

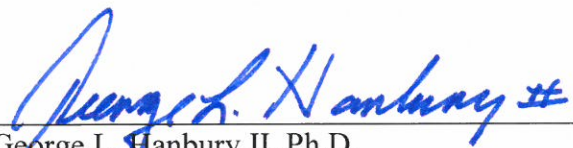
Notification of the University's SACSCOC Liaison of Proposed Changes

If a change is substantive, NSU is responsible for notifying SACSCOC prior to implementation. Depending on the change, and whether it is defined as Procedure One, Two, or Three, this notification may need to be provided up to twelve months in advance. Once a proposed change is identified that may be substantive, the dean of the unit proposing the change should notify either the Associate Provost for Academic Affairs or the Vice President for Institutional Effectiveness.

Late Notification to University's SACSCOC Liaison

If a substantive change has been implemented without notification of the university's SACSCOC liaison, the Associate Provost of Academic Affairs is responsible for notifying the university's SACSCOC liaison immediately. The university's SACSCOC liaison is then responsible for notifying SACSCOC of the change as provided in the SACSCOC Substantive Change Policy.

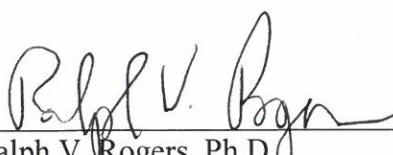
For additional information about the SACSCOC Substantive Change Policy, please visit <http://www.SACSCOC.org/pdf/081705/Substantive%20change%20policy.pdf>



George L. Hanbury II, Ph.D.
As President & Chief Executive Officer

6/2/14

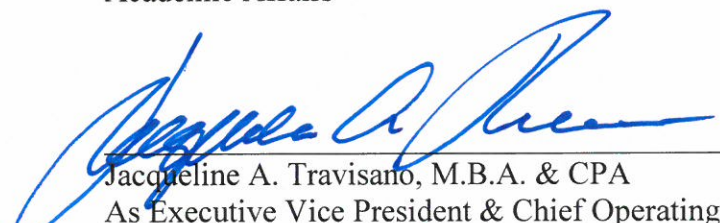
Date



Ralph V. Rogers, Ph.D.
As Provost & Executive Vice President for
Academic Affairs

5/28/14

Date



Jacqueline A. Travisano, M.B.A. & CPA
As Executive Vice President & Chief Operating Officer

5/20/14

Date