

<b>Policy Number</b>	131.000
<b>Policy Title</b>	SUBSTANTIVE CHANGE POLICY
<b>Responsible Officer</b>	University Provost
<b>Responsible Office</b>	Office of the University Provost
<b>Approving Body</b>	Higher Education Committee
<b>Approval Date</b>	Higher Education Committee March 12, 2013 Academic Council, December 2015
<b>Last Revision</b>	August 2025
<b>Reviewed</b>	Aca C (10.24.2025); Admin C (11.19.2025)
<b>Departmental Impact</b>	All academic and administrative areas of the university

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

## Introduction

A substantive change is a significant modification or expansion in the nature and scope of an accredited institution. The types of substantive change and the procedures for addressing them appropriately are found in *Substantive Change for Accredited Institutions of the Commission on Colleges – Policy Statement* published by SACS Commission on Colleges (SACSCOC).

- Some changes, do not need to be reported to the Commission.
- Other changes require that the Commission be notified prior to implementation of the change.
- Larger-scale changes, require written notification and approval with the submission of a prospectus at least six months in advance of the intended implementation date.

It is CIU's responsibility to follow SACSCOC substantive change policies and procedures and to inform the Commission of substantive changes as specified in those policies and procedures. The president of CIU will notify the Commission of all substantive changes at CIU. CIU's Accreditation Liaison is charged with ensuring compliance with this Substantive Change Policy, making certain that substantive changes are recognized and reported in a timely fashion according to SACSCOC substantive change policy, and consulting with the University's SACSCOC staff member about any questions related to substantive changes.

CIU follows the three procedures for addressing different types of substantive change included in the [SACSCOC Substantive Change for SACSCOC Accredited Institutions policy](#).

- Those related to Institutional Changes
- Those related to procedural changes
- Those related to off-campus institutional sites or additional locations

CIU's Substantive Change Policy is published on the [institution's website](#). In addition, the provost shares the policy and/or any changes to it as needed with key University administrators.

## Implementation

1. CIU's Academic Council serves as the Substantive Change Committee for the institution. The Academic Council consists of the provost, the executive vice president, all college deans, the registrar, the director of the library, the director of institutional research, and others as appropriate.
2. The Accreditation Liaison, in consultation with the provost, reviews all proposed changes and submits them, through the provost, to the Academic Council.

3. The Academic Council reviews proposed changes to determine whether they are substantive according to the SACSCOC Policy and Procedures on substantive change and, if so, which reporting procedure applies.
4. If the proposed change requires notification or prior approval, the Accreditation Liaison prepares the necessary documentation in consultation with the provost and with assistance from others. The Accreditation Liaison may organize additional committees needed to accomplish these tasks. If the Commission requires a visit by an on-site committee, the Accreditation Liaison organizes the visit.
5. All substantive change documentation required by SACSCOC is submitted through the president's office, which maintains a record of all correspondence related to the submission.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)