

Substantive Change Examples and Submission Requirements

What is a “program”?

- Typically, a program is a degree and major; however, sometimes it’s just a major of a degree. The definition is typically context specific. The Florida Board of Governors also provides definitions in [Regulation 8.011](#) in the context of new degree programs.

UF Specific Examples of Substantive Changes and Documentation Required

The chart below includes specific UF examples with documentation and Board of Governors (BOG) approval requirements.

Processes requiring both SACSCOC and BOG approval, processes can be started in the UF Academic Approval System, which imbeds the SACSCOC process into the approval.

Sub Change and Example	Documentation Required for SACSCOC	Timeframe for Submission	BOG Approval and Documentation
Method of Delivery¹ (i.e., adding online version of in-person degree)	<ol style="list-style-type: none"> 1. Degree and Major 2. Method of delivery to be added. 3. Intended implementation date. 	Submission to SACSCOC PRIOR to implementation.	No BOG approval required.
Program Closure² (terminating a program)	<ol style="list-style-type: none"> 1. Closure date (as defined in endnote 2 below) 2. An explanation of how all affected parties – students, faculty, and staff – will be informed of the impending closure. 3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs. 4. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out, and, if so, how will the students be notified. 	<p>January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30</p> <p>Requires Approval by the SACSCOC Executive Council of the Board</p>	<p>BOG Approval required (Regulation 8.012) via Academic Degree Program Termination Form.</p> <p>See Academic Approval System > Start a New Request > select appropriate degree level (UG, Grad, Prof) > Degree program > Close, suspend or reactivate a degree program > Close a degree program > Go to Close Degree Program</p>

	<p>5. Copies of signed teach-out agreements with other institutions, if applicable.</p> <p>6. A description of how faculty and staff will be redeployed or helped to find new employment.</p>		<p>Should a department decide to suspend enrollments instead of terminating the degree, contact the Provost's Office for BOG approval requirements.</p>
<p>Program Length Change³ (increasing or decreasing degree credit hours AND time to completion)</p>	<ol style="list-style-type: none"> 1. Provide a description of the program. 2. Provide the intended implementation date. 3. Describe the rationale for the increase or decrease in program length. 4. Describe how the change was approved by the institution. 5. Describe how the faculty was involved in the review and approval of the planned change. 6. Provide a 'before' and 'after' comparison of the curriculum. 7. Describe changes in student learning outcomes because of the program length change. 8. Provide an analysis of the impact of the change in student learning outcomes. 9. for a decrease in program length, explain how program quality and integrity are maintained with fewer credit hours and/or a shorter time-to completion. 10. Provide an explanation of the impact on students' time-to-completion. 11. Provide an explanation of the financial impact to students. 12. Provide an explanation of the impact on staffing and faculty workloads. 	<p>January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30</p> <p>Requires APPROVAL by the SACSCOC Executive Council of the Board</p>	<p>BOG approval required for undergraduate degrees only. See UF Academic Approval System for requirements.</p> <p>BOG approval not required for graduate or professional degrees; however, notification is provided via memo.</p>

<p>Program Re-open⁴ (reopening a previously closed program within 5 years)</p>	<ol style="list-style-type: none"> 1. Degree and major. 2. The closure date (date of last admission) of the program as submitted to SACSCOC for closure approval. 3. The date SACSCOC approved the closure. 4. The Case ID from the SACSCOC closure approval letter. 5. A statement of assurance that the institution has adequate instructional space and equipment, financial resources, library and learning/information resources, student support services appropriate to the programs, and faculty members qualified in the program's discipline to support re-opening the program. 6. The intended implementation date, i.e., the date new students will matriculate. 	<p>Submission to SACSCOC PRIOR to implementation.</p>	<p>BOG Approval required (Regulation 8.012) via Program Reactivation Notification Form.</p> <p>See Academic Approval System > Start a New Request > select appropriate degree level (UG, Grad, Prof) > Degree program > Close, suspend or reactivate a degree program > Suspend or reactivate a degree program > Go to Suspend/Reactivate Degree Program</p>
<p>Dual Academic Award⁵ (degree awarded from UF and another institution)</p>	<ol style="list-style-type: none"> 1. The name of each participating institution. 2. Degree and major to be awarded by each participating institution. 3. A copy of a signed and dated memorandum of agreement between or amongst all participating institutions to include terms, scope, and responsibilities of each institution. 4. The names and contact information of the principal parties at each institution; this may be included in the memorandum of agreement. 	<p>Submission to SACSCOC PRIOR to implementation.</p>	<p>No BOG approval required.</p>

	5. A statement affirming the academic award granted by the SACSCOC accredited institution complies with Standard 9.4 or 9.5. 6. The intended implementation date.		
New (Degree) Program			
New Program - Approval⁶	Contact the SACSCOC Institutional Liaison for submission information.	January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30 Requires APPROVAL by the SACSCOC Executive Council of the Board	See Academic Approval System > Start a New Request > select appropriate degree level (UG, Grad, Prof) > Degree program > Create a new (UG, Grad, Prof) degree program > Go to New Degree Program
New Program – Notification⁷	1. Degree and major. 2. An affirmative statement that the new program consists of 25-49% new content not previously offered by the institution at the new program’s instructional level. 3. The method(s) of delivery: competency-based education, distance education, or face-to-face instruction. 4. The intended implementation date.	Submission to SACSCOC PRIOR to implementation.	No BOG approval required.
Joint Academic Award			
Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)⁸	Contact the SACSCOC Institutional Liaison for submission information.	January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30	No BOG approval required.

		Requires APPROVAL by the SACSCOC Executive Council of the Board	
Joint Academic Award with SACSCOC Institution(s)	<ol style="list-style-type: none"> 1. A copy of the signed and dated agreement between or amongst all participating institutions. 2. Degree and major. 3. Name and contact information for the primary responsible party at each institution. 4. The intended implementation date. 	Submission to SACSCOC PRIOR to implementation.	No BOG approval required.
Competency-based Education ⁹			
Competency-based Education by Direct Assessment¹⁰ (no academic terms, courses, or credit hours – a program in which 50% or more may be earned through direct assessment)	Contact the SACSCOC Institutional Liaison for submission information.	<p>March 15 for review at the June Board meeting and implemented thereafter or September 1 for review at the December Board meeting and implemented thereafter.</p> <p>Requires APPROVAL by the SACSCOC full Board of Trustees</p>	No BOG approval required.
Competency-based Education by Direct Assessment (Notification) (no academic terms, courses, or credit hours – a program in which 25-49% or more may be earned	<ol style="list-style-type: none"> 1. Degree and major. 2. An affirmative statement that at least 25% but no more than 50% of the program may be earned through the direct assessment approach to competency-based education. 3. The intended implementation date. 	Submission to SACSCOC PRIOR to implementation.	No BOG approval required.

through direct assessment)			
Cooperative Academic Arrangements¹¹			
Cooperative Academic Arrangements with Non-Title IV Entities (i.e., student exchange agreements)			
Cooperative Academic Arrangement Approval (25-50% of a program's content is obtained at the other institution)	Contact the SACSCOC Institutional Liaison for submission information.	January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30 Requires APPROVAL by the SACSCOC Executive Council of the Board	No BOG approval required.
Cooperative Academic Arrangement Notification (Less than 25% of a program's content is obtained at the other institution)	See Academic Approval System > Start a New Request > Admin > Establishing an International Reciprocal Student Exchange Agreement > Go to Reciprocal Student Exchange Agreement	Submission to SACSCOC PRIOR to implementation.	No BOG approval required.
Off-campus Instructional Sites (OCIS)			
OCIS – Site Relocation	1. Current name and address of the site. 2. Name and address of the new site location. 3. The intended implementation date, i.e., the effective date of the move. 4. A statement stipulating there will be no overlap of instruction at the two locations.	Submission to SACSCOC PRIOR to implementation.	BOG approval required per UF Regulation 7.061

<p>OCIS – Site Closure¹²</p>	<ol style="list-style-type: none"> 1. Provide the closure date, defined by SACSCOC as the date when students are no longer <i>admitted</i>. 2. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure. 3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students’ ability to transfer credits to the teach-out institution(s). 4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs. 5. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out, and, if so, how the students will be notified. 6. Copies of signed teach-out agreements with other institutions, if applicable. 7. A description of how faculty and staff will be redeployed or helped to find new employment. 	<p>January 1 for implementation of July 1-December 31 or July 1 for implementation of January 1-June 30</p> <p>Requires Approval by the SACSCOC Executive Council of the Board</p>	
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<p>OCIS – Site Re-open¹³</p>	<ol style="list-style-type: none"> 1. The name and address of the site as it appears on the SACSCOC letter approving the site’s closure. 2. The date SACSCOC approved the site’s closure and either (1) the closure’s Case ID found on the closure approval letter or (2) a copy of the closure approval letter. 3. The name of the site upon its re-opening. 4. The intended implementation date (i.e., the effective date) or the re-opening. 5. And affirmative statement by the institution (a) assuring the site remains appropriate for instruction and conducive for the specific type of instruction to be delivered at the site, including any specialized instructional equipment, materials, laboratories and supplies, and instructional support materials necessary; and (b) assuring students at the site will have adequate access to student support services and library and learning/information resources appropriate to the instruction offered at the site. 	<p>Submission to SACSCOC PRIOR to implementation.</p>	<p>New Site approval required by BOG.</p>
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¹ Method of delivery definition: adding a method of instruction delivery to an existing program requires notification prior to implementation. A specific method of delivery applies when 50% or more of a program is delivered by that method.

² Program closure: Closure is defined as closed to admission or entry, not the cessation of instruction, i.e., closure date is when students can no longer start, not the date instruction ends. Program closure includes ending a program at all locations or by all methods of delivery, but also includes ending a student’s completion option at a specific location or by a specific method of delivery.

Therefore, program closure approval is required if a program closes (1) at a location (on-campus or off-campus instructional site) but continues to be offered at other locations, or (2) by a method of delivery but continues to be offered by other methods of deliver.

³ A change in program length – for either an increase or a degree – requires SACSCOC approval *prior* to implementation if (1) program credit hours increase or decrease by 25% or more AND (2) students’ expected time to completion increases or decreases by more than one term or its equivalent or comparable measure. This requirement equally applies to degree, diploma, certificate, or other for-credit credentials.

⁴ A closed program may re-open within 5 years of the closure date by submitting notification. The closure date is the date the program was closed to admission, not necessarily the date of last instruction or the date SACSCOC approved the closure. If more than 5 years have elapsed, the program is subject to new program notification or approval.

⁵ An arrangement in which a student receives instruction at two (or more) institutions in prescribed curricula leading to each institution granting academic awards at the same credential level. The award granted by each institution bears only its name. The following do not qualify as dual academic awards: completion or pathway options *across* credential levels (e.g., a pathway leading to the award of a baccalaureate degree and a master’s degree), agreements that address transfer articulation only, and agreements for individual students such as cotutelle arrangements that do not meet dual academic award criteria.

⁶ A new degree program with 50-100% new content is a significant departure from the institution’s existing programs. Content is new if it is not currently offered by the institution at the new program’s instructional level (associate, baccalaureate, master’s, education specialist, or doctoral). A determination of the percentage of new content is made by the institution, not SACSCOC.

⁷ A new degree program with 25-49% of new content is a significant departure from the institution’s existing programs. Content is new if it is not currently offered by the institution at the new program’s instructional level (associate, baccalaureate, master’s, education specialist, or doctoral). A determination of the percentage of new content is made by the institution, not SACSCOC.

⁸ A student receives instruction at two (or more) institutions, where at least one is a non-SACSCOC institution or entity, in prescribed curricula leading to the institutions granting a single academic award bearing the names, seals, and officials’ signatures of each participating institution.

⁹ A method of delivery in which competencies are learned through interaction with faculty and an academic credential is earned based on what students demonstrate they can do. A competency is a well-defined statement of what a person can do as a result of learning. Progression and completion are measured by demonstrated attainment of competencies.

¹⁰ Progression and completion of a program is based solely on demonstrating mastery of prescribed competencies. There are no academic terms (i.e., calendars), courses, or credit hours. Students progress through a program's competencies at their own pace within limits, if any, established by the institution. The academic transcript consists of successfully demonstrated competencies and the level of mastery attained.

¹¹ An agreement between a SACSCOC-accredited institution and another entity (or entities) to deliver program content recorded on the SACSCOC institution's transcript as its own. Examples include geographic or denominational consortia, statewide distance education agreements, collaborative agreements with international institutions, and contractual instruction.

¹² For SACSCOC, a site is considered closed as of the date the institution stops admitting students to the site; close is *not* the date of last instruction.

¹³ A off-campus instructional site previously approved for closure may be re-opened within 5 years of the closure date by submitting notification. The closure date is the date the site was closed to admission, not necessarily the date of last instruction or the date SACSCOC approved the closure. If more than 5 years have elapsed, the site is subject to notification or approval as a new site. The name of the site may be changed concurrent with its re-opening, but the address of the site when re-opened must be the same as the address on record when the site was approved for closure.