



Northwest Florida State College

TITLE: ACCREDITATION/SUBSTANTIVE CHANGE

AUTHORITY: SBR 6A-14.060; FS 1004.65

SEE ALSO: Academic Affairs Curriculum guide ; SACSCOC Principles of Accreditation: Foundations for Quality; and, SACSOC Substantive Change Policy

DATE ADOPTED: [Click here to enter a date.](#)

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To establish the Board's intent to remain an accredited institution and to establish the requirements necessary to ensure timely coordination and notification of substantive changes in either academic programs or courses offered at Northwest Florida State College to the college's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). The policy complies with the SACSCOC Principles of Accreditation: Foundations for Quality, as well, as the Commission's policies and guidelines. This policy is applicable to all campuses, centers, divisions, and departments.

LOCAL LANGUAGE

It is the intention of the Board of Trustees that Northwest Florida State College shall continue to maintain accreditation by the Southern Association of Colleges and Schools.

In order to meet the commitment undertaken by virtue of its membership in SACSCOC and its reaffirmation of accreditation, it is the policy of the college to demonstrate compliance and adherence to all standards, requirements, policies and procedures associated with the definition and scope of a substantive change as found in latest revision of SACSCOC "Policy for Substantive Changes for SACSCOC Accredited Institutions." Substantive change includes a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. Failure to comply with the substantive change procedures of the Commission can result in serious consequences that include suspending the activity until SACSCOC approval is received, requiring the College to pay back financial aid dispersed to students, placing the College on sanctions, or removing the College's accreditation entirely.

Substantive changes include but are not limited to:

- offering part or all of a program or courses through contractual agreements or consortium
- commencing or expanding off-campus sites or distance education programs
- initiating a degree completion program

- expanding programs at the current credential level
- initiating courses or programs at a different credential level
- substantially altering the number of clock or credit hours for successful completion of a program
- changing from clock hours to credit hours
- significantly changing the length of a program
- closing a program
- relocating an off-campus site, main campus or a center
- significantly altering the mission of the institution
- changing governance, ownership, control or legal status

Certain substantive changes require prior notification to SACSCOC. Other substantive changes require submission of a substantive change prospectus prior to the implementation of the substantive change. Procedures for substantive changes is contained in the NWFSC Academic Affairs' Curriculum Guide.