



SACSCOC Substantive Change Process Quick Start Guide

❖ Is my change of a degree, certificate, or site substantive enough to impact SACSCOC accreditation?

- For Help {
1. Complete one of the Substantive Change Planning Questionnaires
 2. Consult the Office of Assessment and Accreditation – Christine Robinson @ 704-687-5385 or J.D. Mosley-Matchett @ 704.687.6174

❖ If it is a Substantive Change, what next?

- Minor changes
 - Prepare a **Request for Preliminary Authorization** & supporting documentation (note timelines in the presentation).
 - Contact the Office of Assessment and Accreditation for examples.
- Major Changes
 - It takes **6 to 11 months** for SACSCOC approval.
 - It takes **3 to 4 months** for USDOE approval.
 - A SACSCOC **prospectus** can only be submitted on **January 1** or **July 1** of each year.
- Prospectus Planning Tips
 - While due dates are **January 1** for Fall implementation and **July 1** for Spring implementation, all documents and approval processes must be completed **three weeks before** the due date, as University signatures and mailing must be taken into consideration.
 - A draft of the SACSCOC prospectus and the gathering of supporting documentation may be **prepared but not submitted** simultaneously

with proposals for the Undergraduate Course and Curriculum Committee (UCCC), Graduate Council (GC), and/or UNC System.

- To incorporate information from the Request for Preliminary Authorization and Request to Establish into the prospectus, use the **Sub Change Crosswalk** document found on the Office of Assessment and Accreditation's website.
- Anticipate at least 2-3 months to draft, edit and finalize the prospectus and documentation.

