

Christopher Newport University

Policy: Substantive Change Notification Policy (SACSCOC)

Policy Number: 1050

Executive Oversight:	President
Contact:	Christopher Newport University SACSCOC Liaison
Frequency of Review:	Biennially
Date of Last Review:	Spring 2022

A. PURPOSE

As defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), substantive change is a “significant modification or expansion of the nature and scope of an accredited institution.”¹ The Commission is required to review all substantive changes that occur, determine if the changes affect the quality of the institution and assure the general public that the institution continues to meet all standards. As an accrediting agency recognized by the U.S. Department of Education, SACSCOC is required to enforce federal policies, such as substantive change.²

Christopher Newport University is responsible for following all SACSCOC substantive change procedures and inform the commission, as necessary, of any changes prior to implementation. Failure to follow the substantive change policy and procedures could result in the loss of Title IV funding or require reimbursement to the U.S. Department of Education for money received by the institution for programs related to the unreported substantive change. In addition, the institution may be referred to the commission for the imposition of a sanction or be removed from membership. Christopher Newport University is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely manner.

B. POLICY STATEMENT

Christopher Newport University will notify SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

C. PROCEDURES

To ensure compliance, academic coordinators and/or academic department chairs are responsible for completing documentation (e.g., Academic Degree Program Creation or Elimination Form) in the early stages of any curriculum proposal (e.g., new degree programs). Upon completion, the documentation should be submitted to the Director of Curriculum Management and Course Evaluation, [by the posted deadlines](#). The Director of Curriculum

¹ See [Substantive Change for SACSCOC Accredited Institutions: Policy Statement](#), pg 1.

² See [34 C.F.R. § 602.22](#).

Management and Course Evaluation will forward the curriculum forms to the SACSCOC Liaison to determine whether the change constitutes a substantive change (e.g., percentage of new content identified in the documentation) based on document responses.

The Christopher Newport University SACSCOC liaison shall serve on the Provost Advisory Staff (PAS) to ensure awareness of other potential substantive changes (e.g. contract or consortia relationships, joint and dual academic agreements, changes to mission, etc.).

If required, substantive change documentation shall be submitted by the Christopher Newport University SACSCOC liaison in a timely manner and according to the SACSCOC Substantive Change Policy statement. Christopher Newport’s Substantive Change policy shall be published on Christopher Newport University’s website. In addition, the liaison shall annually report any submitted substantive changes to the President or Chief of Staff. All substantive change activity shall be documented by the Christopher Newport University SACSCOC liaison.

D. REFERENCES

For a complete list of potential substantive changes, see SACSCOC’s [Substantive Change Policy and Procedures](#), pgs. 12-54.

E. APPROVAL AND REVISIONS:

Approved By: Policy Committee, August 31, 2016
Revision 1: Policy Committee, October 12, 2017
Revision 2: Policy Committee, November 19, 2019
Revision 3: Policy Committee, March 9, 2022

F. NEXT REVIEW DATE: Spring 2024