

**ELIZABETH CITY STATE UNIVERSITY**  
**Substantive Change Notification Policy (SACSCOC)**

**Preamble**

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.”<sup>1</sup> 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.<sup>2</sup>

Elizabeth City State University (ECSU) is responsible for following all SACSCOC substantive change procedures and informing 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. ECSU is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely manner.

**A. Substantive Change Policy**

Elizabeth City State University will notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

**B. Procedure**

To ensure compliance, academic deans or chairs are responsible for completing University Curriculum Committee Forms for curriculum changes and proposals (e.g., new degree programs, initiation of off-campus location, etc.). The accreditation liaison is a required signature on the UCC Signature Page. The liaison will make a determination as to whether the proposal constitutes a substantive change.

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<sup>1</sup> See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p 1.

<sup>2</sup> See [34 C.F.R. § 602.22](#).

If the change is determined as substantive, the liaison shall submit the appropriate documentation to SACSCOC in a timely manner and in accordance with the SACSCOC Substantive Change Policy statement. ECSU's Substantive Change Policy shall be published on ECSU's website. In addition, the liaison shall annually report any submitted substantive changes to the Administrative Council. The liaison shall document and maintain a record of all substantive change activity.

ECSU's SACSCOC liaison shall serve on the Academic Administrative and Planning Council and the Administrative Council to ensure awareness of other potential substantive changes (e.g., contractual or consortia relationships, joint and dual academic agreements, changes to mission, etc.).