



Substantive Change Quick Reference Guide

The SACSCOC Liaison is responsible for informing SACSCOC of any substantive changes at the College of Charleston through notification or seeking of approval. Such modifications are described in the [SACSCOC Substantive Change Policy](#) and must be made prior to implementation. In order to ensure adherence with this policy, please use this document as a quick reference guide.

What is a substantive change?

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution.

Where can I find assistance with understanding substantive change?

1. Review the [SACSCOC Substantive Change Policy](#)
2. Review and complete the [substantive change planning questionnaire](#)
3. Contact the College's SACSCOC Liaison - Divya Bhati (843-953-9443 or bhatid@cofc.edu)

What happens if it is a substantive change?

- Please contact the SACSCOC Liaison.
- Either a notification letter, prospectus, or other documentation will be prepared and sent to SACSCOC.
- Wait for response from SACSCOC before implementation.

What should I know about the substantive change process?

- There are three procedures within the Substantive Change Policy.
 - Procedure 1 - Changes requiring SACSCOC approval.
 - Procedure 2 - Changes requiring only SACSCOC notification.
 - Procedure 3 - Changes related to program or site closure requiring SACSCOC approval.
- It takes six months for SACSCOC to approve a prospectus, so plan accordingly.
- Due dates for a SACSCOC prospectus are as follows:
 - January 1 for fall Implementation
 - July 1 for spring implementation
- While the aforementioned deadlines exist, please allow two or more weeks for signatures and mailing consideration.