

NOVA SOUTHEASTERN UNIVERSITY
University Policy

Administrative Area(s):	Administration, Academic Units, and Administrative Units
Applicability:	Deans, Directors, Department Heads, Faculty, and Administrative Staff
Scope:	Substantive Change Policy
Date:	May 19, 2014
Revised:	April 25, 2024
Publication Requirement:	Office of the Provost/Academic Affairs
Purpose:	Accredited institutions with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are required to notify the COC of substantive changes, and when required, seek approval prior to the initiation of changes.

Policy:

Nova Southeastern University (NSU) is responsible for compliance with the SACSCOC Substantive Change Policy.

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include the following:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.

- coordinate with SACSCOC and the appropriate executive officer about any required follow-up action.
- determine what action with respect to SACSCOC is needed when a change is substantive.
- Coordinate and submit the appropriate notice or prospectus with SACSCOC.

Responsibilities of NSU's Enrollment Management and Student Affairs: Upon confirmation of the evidence of an instance of substantive change, the Vice President of Financial Aid and Academic Records, Enrollment Management and Student Affairs will:

- update the electronic Program Participation agreement (PPA) with the substantive change(s).
- collect and submit the documentation, if required, to the United States Department of Education (US ED).
- obtain the President's signature for submission to US ED.

2. **Procedure**

Notification of the University's SACSCOC Liaison of Proposed Changes

If a change is substantive, NSU is responsible for notifying SACSCOC prior to implementation. Depending on the change, and whether it is defined as Institutional, Program, or Off-Campus Instructional Site / Additional Location, this notification may need to be provided up to twelve months in advance. Once a proposed change is identified that may be substantive, the dean of the college proposing the change should notify either the Director of Accreditation or Associate Provost for Academic Affairs. Academic Affairs will review the change and consult with appropriate members of the university. Upon Academic Affairs moving forward with the substantive change, the accreditation liaison will coordinate the submission to SACSCOC. A substantive change may not be implemented prior to receiving approval from SACSCOC.

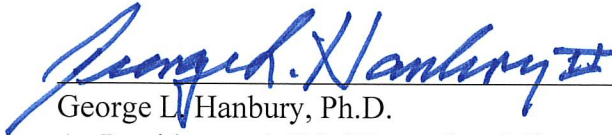
Late Notification to University's SACSCOC Liaison

If a substantive change has been implemented without notification of the university's SACSCOC liaison, the Associate Provost of Academic Affairs is responsible for notifying the university's SACSCOC liaison immediately. The university's SACSCOC liaison is then responsible for notifying SACSCOC of the change as provided in the SACSCOC Substantive Change Policy.

The current appointed NSU SACSCOC liaison is Adam Rosenthal, ar1248@nova.edu. Failure to report a potential substantive changes to the accreditation liaison without approval may result in disciplinary action.

Review of NSU Substantive Change Policy may parallel SACSCOC policy revisions. For additional information about the SACSCOC Substantive Change Policy, including specific submission deadlines please visit

<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>.



George L. Hanbury, Ph.D.
As President and Chief Executive Officer



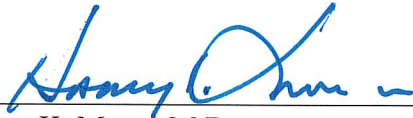
Date



Ronald J. Chenail, Ph.D.
As Provost and Executive Vice President for
Academic Affairs

April 26, 2024

Date



Harry K. Moon, M.D.
As President Elect & Chief Operating
Officer



Date