

## Office of Assessment and Accreditation

### Substantive Change Reporting Procedures

The University of Miami must either notify the Southern Association of Schools and Colleges' Commission on Colleges (SACSCOC) about or secure SACSCOC approval for *substantive changes*, defined as any "significant modification or expansion of the nature and scope of an accredited institution." To assist the OAA in determining which reporting procedure corresponds to your proposed change, please complete the following:

School/College/Department	
Name	
Date	

- a. **Is the proposed change a new degree program?**  
 If so, please indicate the program type (i.e. undergrad, grad., certificate, etc.):  
 Approximate start date: \_\_\_\_\_ Program location: \_\_\_\_\_
- b. **If this is a new program, will it require accreditation from an agency other than SACSCOC?**
- c. **Will the change expand a current program in a way that constitutes a significant departure in content or delivery from current offerings?** (SACSCOC defines a significant departure as "one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum" and suggests that the following criteria can help in determining whether a change is "significant": number of new courses; necessity of new learning resources, new equipment or facilities, new resource base.)
- d. **Will the change require the hiring of new/additional faculty?**  
 If so, how many?
- e. **Will the change require additional funding or resources?**
- f. **Will the change significantly alter the length of a program?** (i.e. will the change have a noticeable impact on the program's completion time?)
- g. **Will 50% or more of a program be offered online?**
- h. **Will students be able to obtain 50% or more credits toward a program at an off-campus site?**  
 If so, please provide the full address of all new proposed facilities:
- i. **Does the change entail a joint degree with another institution?**
- j. **Is the program name being changed or altered?**
- k. **Will the program offer any type of financial assistance?**
- l. **Will there be any changes/additions to the current web address?**
- m. **Will there be a new or changed taxpayer ID #?**
- n. **Will the program require a contract with a foreign body or receive gifts from a foreign source worth \$250,000 or more in a calendar year?** If yes, please provide contract description and restrictions:

Please email the completed form as an attachment to [pattymurphy@miami.edu](mailto:pattymurphy@miami.edu). Our office will review your responses and contact you with details on how to proceed.

**THANK YOU!**