



POLICY TITLE:

Substantive Change

APPLIES TO:

All academic and administrative units

ADMINISTRATIVE AUTHORITY:

Office of the President

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Kentucky State University (KSU) is committed to full compliance with the substantive change policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In accordance with SACSCOC Standard 14.2, KSU will notify SACSCOC of all substantive changes in a timely manner and, when required, seek prior approval for the implementation of such changes. This policy ensures KSU maintains its accreditation by adhering to the reporting requirements of SACSCOC. The President, through authority delegated by the Board of Regents, may designate the SACSCOC Accreditation Liaison as the primary individual responsible for overseeing and ensuring compliance with this policy.

DEFINITIONS:**Substantive Change**

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. As defined by SACSCOC, substantive changes include, but are not limited to:

- Any substantial change in the established mission or objectives of the institution that exceeds general editing.
- Any change in the legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- Any change in the way an institution measures student progress (for example, from clock hours to credit hours; or from semester to trimesters, quarters, or time-based or non-time-based methods or measures).
- Adding any competency-based education program.
- A substantial increase or decrease in the number of clock or credit hours awarded for the successful completion of a program.
- The establishment of an additional location geographically apart from the main campus (i.e., off-campus instructional site) at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus.
- Closing a program, off-campus site, branch campus, or the institution itself.
- Entering into a collaborative arrangement, such as a dual or joint degree program with another institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.

PROCESS:

Identification of a Potential Substantive Change

Any KSU unit, faculty member, or staff member contemplating a change that may be considered a substantive change must notify their respective Dean, Vice President, or unit head.

Consultation with the Accreditation Liaison

The responsible administrator will consult with the KSU SACSCOC Accreditation Liaison to determine if the proposed change qualifies as a substantive change under SACSCOC policy.

Internal Review and Approval

If the change is determined to be substantive, the originating unit must follow the appropriate internal review and approval processes as required by KSU. The originating unit must also prepare all necessary materials, including required narratives, and submit them in a timely manner to the Accreditation Liaison.

Notification and Reporting to SACSCOC

Upon receipt of all necessary materials, the Accreditation Liaison is responsible for preparing and submitting all necessary notifications, prospectuses, and other required documentation to SACSCOC in the appropriate timeframe.

- **Notification Only:** Some substantive changes require only notification to SACSCOC prior to implementation.
- **Prior Approval:** Other, more significant changes require a full prospectus and approval from the SACSCOC Board of Trustees before the change can be implemented. The Accreditation Liaison will advise on the specific reporting requirements.
- **Substantive Change Restriction:** Different or additional requirements apply if KSU is placed on a substantive change restriction. A restriction typically applies if an institution has been placed on warning, probation, or probation for good cause during the three prior academic years, or if an institution is under provisional certification for participation in federal financial aid programs.

Implementation

A substantive change requiring SACSCOC approval may not be implemented until written approval is received from SACSCOC.

Record Keeping

The Office of President, through the Accreditation Liaison, will maintain a record of all substantive change correspondence with SACSCOC.

REFERENCES AND RELATED MATERIALS:

- SACSCOC Substantive Change Policy and Procedures
- The Principles of Accreditation: Foundations for Quality Enhancement, Standard 14.2
- Kentucky State University Mission Statement

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the President	(502) 597-5509	President@kysu.edu
Accreditation	SACSCOC Liaison	(502) 597-5932	Tierra.Freeman@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell
