As a condition of membership, institutions accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have responsibility for compliance with the Commission’s substantive change procedures and policy (Comprehensive Standard 14.2). The University of North Alabama is committed to ensuring that the institution meets that standard and all policies embedded therein. The following policies and procedures have been adopted by the institution to provide a framework for monitoring compliance.

Responsibility for Monitoring Substantive Change

The Council of Academic Deans (COAD), in consultation with the UNA SACSCOC Liaison, is charged with the responsibility of monitoring compliance with SACSCOC substantive change. As part of that responsibility, the COAD has in place policies and procedures that monitor ongoing compliance with all substantive changes identified by SACSCOC and enumerated below. Any institutional change enacted, as outlined below, is submitted to the COAD for review and prior approval as required. Once approved, the UNA SACSCOC Liaison ensures the proper submission to SACSCOC.

Purpose of the University of North Alabama SACSCOC Substantive Change Policy

The purpose of this policy is to maintain University compliance with the standards of accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) which require, in part, the adoption of policies and procedures to ensure compliance with the SACSCOC Substantive Change Policy.

Policy

The University of North Alabama shall maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy, revised March 2021, and all subsequent revisions published by SACSCOC. The University shall maintain procedures to ensure compliance with this policy. Further, the procedures shall ensure that all potential substantive changes are reviewed by the SACSCOC Liaison and approved by the Council of Academic Deans (COAD). Procedures shall provide guidance for all University programs and institutional procedures regarding potential substantive changes to ensure timely review and approval by University officials, and timely submission to SACSCOC.

Procedures

In accordance with this policy and the SACSCOC Substantive Change Policy, the University shall develop procedures to ensure proper review and approval of all potential substantive changes. The Provost and Executive Vice President for Academic Affairs and SACSCOC Liaison shall be responsible for developing
and maintaining compliant procedures, including any revisions necessary to maintain continual compliance with SACSCOC Substantive Change Policy.

Summary

In summary, the Council of Academic Deans, in consultation with the UNA SACSCOC Liaison, assumes primary responsibility for remaining abreast of substantive change policies and ensuring that the University of North Alabama is fully compliant with those policies. To assist in compliance, the COAD will hold a workshop each spring semester to review the most recent SACSCOC substantive change policies. The Policies and Procedures for Substantive Change will be revised as required to meet changing SACSCOC guidelines. Official minutes of COAD meetings will be used to document compliance with the policies and procedures outlined herein.

Policy Updates and Approvals

Approved by SACSCOC Leadership Team, February 8, 2012
Approved by Council of Academic Deans, February 13, 2012
Campus Notification of Policy, February 20, 2012
Amended by Council of Academic Deans, August 22, 2012
Approved by SACSCOC Liaison, August 28, 2012
Approved by President of the University, August 30, 2012
Approved by Council of Academic Deans on October 14, 2013
Approved by SACSCOC Liaison, November 6, 2013
Approved by President of the University, November 4, 2013
Amended by Council of Academic Deans, April 6, 2015
Affirmed by Executive Council, April 13, 2015
Amended by Council of Academic Deans, March 8, 2016
Affirmed by Executive Council, March 14, 2016
Amended by SACSCOC Leadership Team, April 1, 2021
Approved by SACSCOC Liaison, May 1, 2021
Approved by Council of Academic Deans, February 21, 2022
Affirmed by Executive Council, February 28, 2022