



SACSCOC Substantive Change Quick Start Guide

- Does my change to a degree or certificate constitute a significant impact on SACSCOC Accreditation?
 - For Help:
 - Complete the Substantive Change Request Form
 - Consult with the Office of Accreditation, Data Analytics, and Transformation
 - Harriet Hobbs (hthobbs@jcsu.edu)
- If it is a substantive change, what is the next step?
 - Minor Substantive Changes (Notifications)
 - Prepare
 - Contact the Office of Accreditation, Data Analytics, and Transformation
 - Major Substantive Changes
 - It takes **6 to 11 months** for SACSCOC approval.
 - SACSCOC Prospectus can only be submitted on **January 1** or **July 1** each year.
- Prospectus Planning Tips
 - Although SACSCOC due dates are **January 1** for Fall implementation and **July 1** for Spring implementation, all documents and approvals must be completed **one month prior** to the due date.
 - A draft of the SACSCOC prospectus and the supporting documentation will need to be prepared for approval from the Provost Council, Educational Policies Committee, and Faculty Senate.

- Anticipate at least 2-4 months to draft, edit, and finalize the prospectus and other documentation.

