

; mode of delivery a degree program, major, or certificate
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tional site increasing the number of courses offered at
nal site expanding curricular offerings at an off-
ering a second major);
ricular offerings at an off-campus instructional site
contract or other written agreement with other institutions.
y SACSCOC in its Substantive Change Policy and
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instructional site requires prior authorization from SACSCOC. These costs of suspending curricular offerings and closing instructional sites should be considered before opening new instructional sites or expanding curricular offerings at existing sites.

Note also that SACSCOC requires the first two new instructional sites created after January 1, 2021 to undergo a

responsibility to notify the SACSCOC Accreditation Liaison immediately. The SACSCOC Accreditation Liaison is then responsible for notifying SACSCOC of the change

To ensure that changes that may be considered substantive do not go unreported, which could jeopardize USF's institutional accreditation and/or result in USF being forced to return federal financial aid funds that have already been awarded to students, provosts, vice presidents, deans, directors or their designees should review internal processes to ensure timely reporting of substantive changes paying particular attention to changes that occur at off-campus instructional sites and to suspensions of academic offerings (including certificate programs) locations.

If an academic unit is considering any of the substantive changes listed in the Appendix, the college dean or designee must contact the Provost and SACSCOC Accreditation Liaison writing months before the college hopes to implement the change. For changes requiring prior approval from SACSCOC, the process may take a month or more.

If a SACSCOC site visit will be required (as may be the case with international off-campus instructional sites) budget approval from Resource Management and Analysis (RMA) will be required before documentation is submitted to SACSCOC. The SACSCOC Accreditation Liaison can facilitate this budget approval process.