

	ADMINISTRATIVE PROCEDURE MANUAL		
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	SUBSTANTIVE CHANGE	02-1104	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-1.6 Statements of Mission, Distinctive Values and Attributes, and Collegewide Goals	April 22, 2026		

Purpose

The purpose of this procedure is to comply with the substantive change requirements of Florida State College at Jacksonville’s (FSCJ/College) institutional accreditor. This procedure is applicable to all units, departments, centers and campuses.

Background Information

- A. The College is required to follow substantive change procedures established by FSCJ’s institutional accreditor that include notification and approval by the institutional accreditor prior to initiating a substantive change. “Substantive Change” means a significant modification or expansion of the nature and scope of an accredited institution. FSCJ’s institutional accreditation liaison is responsible for staying current with substantive change requirements and definitions.
- B. If an institution is non-compliant, its accreditation may be in jeopardy. An unreported substantive change may require a review of the institution’s substantive change policy and procedures document. Non-compliance subjects the institution to monitoring, sanction or removal from membership. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for Title IV federal funding may place the institution in jeopardy with the U.S. Department of Education, including reimbursement of funds received related to an unreported substantive change.

Procedure

- A. The College has developed procedures for departments and units to follow when developing and delivering College courses off-site, electronically, or for a new program and program level, program closures and contracts or consortial agreements for instruction. Prior to developing and delivering College courses off-site, electronically or for a new program and program level, please consult these procedures.
- B. All substantive changes must be reported to FSCJ’s institutional accreditor for notification and approval in a timely manner. All submissions will be coordinated through the College’s accreditation liaison.
- C. All questions about whether a change is substantive should be directed to the College’s SACSCOC Accreditation Liaison for guidance.
- D. All correspondence with FSCJ’s institutional accreditor will be submitted by the College President or the College’s accreditation liaison.



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REFERENCES: 34 C.F.R. § 668.5, F.S. 1001.60, 1001.64, 1001.65, 1007.35

Adopted Date: November 15, 2010

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