Please review the options below, select the option that applies, and attach the required information.

____ Initiating a certificate program at an employer’s request
   ___ at a new off-campus site (previously approved program)
   ___ of significant departure from previously approved programs

____ Initiating any other type of certificate program
   ___ at a new off-campus site (previously approved program)
   ___ of significant departure from previously approved programs

____ Initiating joint degree with another institution
   ___ SACSCOC-accredited institution
   ___ non-SACSCOC-accredited institution

____ Initiating dual degree program(s)

____ Initiating off-campus sites (including Early College High School programs offered at the high school)
   ___ Student can obtain 50-percent or more credits toward program
   ___ Student can obtain 25-49 percent of credits toward program

____ Expanding program offerings at previously approved off-campus sites
   ___ Adding programs that are significantly different from current programs at the site

____ Initiating distance learning
   ___ Offering 50 percent or more of a program for the first time*
   ___ Offering 25-49 percent of a program

____ Initiating programs or courses offered through contractual agreement or consortium

*Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs.
SACS Substantive Change Notification/Transmittal Form

**SACS Procedure One or Two**
Initiating or Expanding Programs (page 2 of 2)

**PROGRAM NAME:** ______________________  **DEGREE LEVEL(S):** __________
(Certificate, Bach., Master’s, Ph.D., Ed.D.)

**Anticipated implementation date:** __________  **Date of BOT approval:** ________

Please note, attach the required documentation (signed agreement, contact information, prospectus, letter of notification, etc.), as identified in the “Policies and Procedures for Reporting Substantive Change” at [http://www.fau.edu/sacspolicy/](http://www.fau.edu/sacspolicy/). The transmittal form will be submitted by the Provost’s Office to the SACS Accreditation Liaison, Office of the Vice President for Strategic Planning and Information Technology.

1) ____________________________________________________________________________

2) ____________________________________________________________________________

3) ____________________________________________________________________________

_________________________________________   _______________________
Signature: University Provost (or designee)   Date

_________________________________________   _______________________
Signature: SACS Accreditation Liaison   Date

Submitted to SACS by: ______________________   Date: ________________

Form prepared: May 2012
Office of the SACS Accreditation Liaison/
VP for Strategic Planning & OIT