

Attachment B

MTSU “Timeline for Completion of Substantive Change Procedures”

Department chairs/directors of schools, deans, and administrative officers must follow the deadlines specified below for informing MTSU’s SACSCOC accreditation liaison in writing of proposed changes that require SACSCOC Approval and/or Notification of Substantive Changes as outlined in Attachment A:

Changes requiring approval by the Executive Council of the SACSCOC Board of Trustees or notification only

For implementation in	Inform Liaison by	SACSCOC deadline is
January-June	April 20 of preceding year	July 1 of preceding year
July-December	October 15 of preceding year	January 1

Changes requiring approval by SACSCOC Board of Trustees

For implementation in	Inform Liaison by	SACSCOC deadline is
January-June	June 1 of preceding year	September 1 of preceding year
July-December	January 1	March 15

These dates are reported on the [“Selective Calendar of Deadlines for Chairs and Deans”](#) each academic year.

The MTSU SACSCOC accreditation liaison will work with the deans, chairs/directors, and administrative officers to ensure timely and accurate submission of required materials for SACSCOC notifications and approvals. The Office of the University Provost maintains a log of substantive review proposals and approvals. The MTSU SACSCOC accreditation liaison will notify deans, chairs/directors, and administrative officers when SACSCOC has made a determination.