Date of Request:

Department/Unit:

College/Division

Anticipated date of implementation of change:

Please check the type of change being initiated

**Reporting the Various Types of Substantive Change**

| **x** | **Types of Change** | **Documentation and Time Frame  for Contacting SACSCOC** | **Due Dates** |
| --- | --- | --- | --- |
|  | Initiating coursework or programs at a different level than currently approved  **Procedure or Policy**: Procedure 1; **Prior Notification:** No; **Prior Approval Required:** Yes | [Application for Level Change](http://sacscoc.org/subchg/policy/ApplicationLevelChange.docx) | March 15 (for June review) September 1 (for December review) |
|  | Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice)  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Expanding at current degree level *(significant departure from current programs).*  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Expanding program offerings at previously approved off- campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Initiating degree completion programs **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Initiating a branch campus (See definition of “branch campus” on p. 3 of this document.**)**  **Procedure or Policy**: Procedure 1 **Prior Notification:**  No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Initiating distance learning by offering 50% or more of the first program for the first time  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Relocating a main or branch campus  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation |
|  | Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program  **Procedure or Policy**: See SACSCOC Policy ““[Agreements](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Involving Joint](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [and Dual](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Academic](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Awards](http://www.sacscoc.org/pdf/JointDualAwards.pdf) . **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet [Prospectus](#bookmark0) [(See Appendix B of this document)](#bookmark0) | **Due dates:** January 1 for 7/1-12/31 implementation. July 1 for 1/1-6/30 implementation. See Policy |
|  | Initiating dual or joint degree with at least one institution not accredited by SACSCOC  **Procedure or Policy**: See SACSCOC Policy [Agreements](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Involving Joint](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [and Dual](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Academic](http://www.sacscoc.org/pdf/JointDualAwards.pdf) [Awards](http://www.sacscoc.org/pdf/JointDualAwards.pdf)  **Prior Notification:** At least 6 months prior to implementation **Prior Approval Required:** Yes | Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). | See Policy. |
|  | Initiating a direct assessment competency-based program  **Procedure or Policy**: See SACSCOC Policy “Direct Assessment Competency- Based Educational Programs” **Prior Notification:** Yes – Screening Form **Prior Approval Required:** Yes | Submit “Screening Form” with letter of notification. If Prospectus is required, | **Due dates**: March 15 (for June review) September 1 (for December review |
|  | Initiating a merger/consolidation with another institution  **Procedure or Policy**: See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status  **Prior Notification:** Yes: December 15 (for June review); June 1 (for December Review) **Prior Approval Required:** Yes | Cover Sheet Institutional Summary Form Prospectus  (See Appendix in SACSCOC Policy: [“Mergers, Consolidations, Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership, Acquisitions, and Change](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [of Governance, Control, Form, or Legal](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)“) | **Due dates**: March 15 (for June review); September 1 (for December review) |
|  | Changing governance, ownership, control, or legal status of an institution  **Procedure or Policy**: See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status **Prior Notification:** Yes: December 15 (for June review); June 1 (for December Review)  **Prior Approval Required:** Yes | Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: [“Mergers, Consolidations, Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership, Acquisitions, and Change](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [of Governance, Control, Form, or Legal](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)“) | **Due dates**: March 15 (for June review); September 1 (for December review) |
|  | Acquiring any program or site from another institution  **Procedure or Policy**: See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status  **Prior Notification:** Yes: December 15 (for June review); June 1 (for December Review) **Prior Approval Required:** Yes | Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: [“Mergers, Consolidations, Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership, Acquisitions, and Change](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [of Governance, Control, Form, or Legal](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)“) | **Due dates**: March 15 (for June review); September 1 (for December review) |
|  | Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing **Procedure or Policy**: See SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status **Prior Notification:** Yes: December 15 (for June review); June 1 (for December Review) **Prior Approval Required:** Yes | Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: [“Mergers, Consolidations, Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership, Acquisitions, and Change](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [of Governance, Control, Form, or Legal](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)“) | **Due dates**: March 15 (for June review); September 1 (for December review) |
|  | Initiating a certificate program at a new off- campus site at employer’s request and on short notice (previously approved program) **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet Modified prospectus | Contact Commission Staff. |
|  | Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet Modified prospectus | Contact Commission Staff. |
|  | Adding a site under a U.S. military contract for a previously approved program  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet Modified prospectus | Contact Commission Staff. |
|  | Altering significantly the length of a program  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet Modified prospectus | Contact Commission Staff. |
|  | Altering significantly the educational mission of the institution **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Cover Sheet Modified prospectus | Contact Commission Staff. |
|  | Changing from clock hours to credit hours  **Procedure or Policy**: Procedure 1 **Prior Notification:** No **Prior Approval Required:** Yes | Justify reasons for change, indicate calculation of equivalency, and other pertinent information |  |
|  | Moving an off-campus instructional site (serving the same geographic area)  **Procedure or Policy**: Procedure 2 **Prior Notification:** Yes **Prior Approval Required:** No | With old address, new address, and implementation date | Letter of notification |
|  | Initiating dual or joint degrees with other SACSCOC accredited institution(s)  **Procedure or Policy**: See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards” **Prior Notification:** At least 6 months prior to implementation **Prior Approval Required:** No | Acceptance of notification, copy of signed agreement and contact information for each institution. | See Policy. |
|  | Initiating programs or courses offered through contractual agreement or consortium  **Procedure or Policy**: Procedure 2 **Prior Notification:** Yes **Prior Approval Required:**  No | Copy of signed agreement | Letter of notification |
|  | Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution **Procedure or Policy**: Procedure 2 **Prior Notification:** Yes **Prior Approval Required:** No | Copy of signed agreement | Letter of notification |
|  | Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice) **Procedure or Policy**: Procedure 2 **Prior Notification:** Yes **Prior Approval Required:** No | Including street address and implementation date | Letter of notification |
|  | Initiating distance learning by offering 25-49 of the first program for the first time  **Procedure or Policy**: Procedure 2 **Prior Notification:** Yes **Prior Approval Required:** No | Including street address and implementation date | Letter of notification |
|  | Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students **Procedure or Policy**: Procedure 3 **Prior Notification:** Yes **Prior Approval Required:** Yes | Description of teach-out plan included with | Letter of notification |
|  | Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach- out Agreement) **Procedure or Policy**: Procedure 3 **Prior Notification:** Yes **Prior Approval Required:** Yes | Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with | Letter of notification |
|  | Initiating a certificate program at employer’s request and on short notice using existing approved courses and location **Procedure or Policy**: N/A **Prior Notification:** No **Prior Approval Required:** No | N/A |  |
|  | Initiating certificate program (not at employer’s request and not on short notice) using existing approved courses and location **Procedure or Policy**: N/A **Prior Notification:** No **Prior Approval Required:** No | N/A |  |
|  | Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program  **Procedure or Policy**: N/A **Prior Notification:** No **Prior Approval Required:** No | N/A |  |
|  | Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE NOT significantly different from current programs at the site  **Procedure or Policy**: N/A **Prior Notification:** No **Prior Approval Required:** No | N/A |  |
|  | Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution **Procedure or Policy**: N/A; **Prior Notification:** No; **Prior Approval Required:** No | N/A |  |
|  | Initiating distance learning by offering 24% or less of any program for the first time  **Procedure or Policy**: N/A **Prior Notification:** No **Prior Approval Required:** No | N/A |  |

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**Description of Change**

**Signatures:**

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Initiator Date

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Dean/ Supervisor or Official Date

***If the substantive change request is approved, the accreditation liaison will notify the initiator of next steps, which may be a request for 1) a letter of notification or 2) the prospectus report. The liaison will coordinate the submission of all materials to SACS/COC and any required follow-up reporting.***