

Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Please read the full text under the appropriate procedure for details regarding reporting.

Type of Change	SACS Procedure or Policy	SACS Prior Notification Required	SACS Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC	SCHEV
Initiating coursework or programs at a different level than currently approved	1	No	Yes	Application for Level Change. Due dates: March 15 (for June review) September 1 (for December review) Prospectus and Coversheet Required	Council Approval/ Proposal Required
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)	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Council Approval/ Organizational Change
Expanding at current degree level/ new degree (significant departure from current programs).	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Council Approval/ Proposal Required
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	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Council Approval/ Proposal Required
Initiating degree completion programs (adult education)	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	If it is a new program Council Approval/ Proposal is required. Adhere to SCHEV Policy on Award of Credit for Military Training, Education and Experience.
Initiating a branch campus	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Organizational Change - Council Approval Required for "non-exempt" instructional sites
Initiating distance learning by offering 50% or more of the first program for the first time	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	If it is a new program Council Approval/ Proposal is required.

Relocating a main or branch campus	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Organizational Change - Council Approval Required for “non-exempt” instructional sites
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	1	No	Yes	Prospectus and Coversheet. Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation	Council Approval/ Proposal Required
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	Agreements involving Joint/Dual Academic Award Policy	No	Yes	Cover Sheet and Proposal Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy	Council Approval/Proposal Required
Initiating dual or joint degree with at least one institution NOT accredited by SACSCOC	Agreements involving Joint/Dual Academic Award Policy	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.	Council Approval/ Proposal Required
Initiating a direct assessment competency-based program	Direct Assessment Competency Based Educational Programs	Yes – Screening Form	Yes	Submit “ Screening Form ” with letter of notification . If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)	If a new program Council Approval/ Proposal is required.
Initiating a merger/consolidation with another institution	Merger/ Consolidation, Acquisition, Change of Ownership, and	Yes Dec 15 for June Review June 1 for Dec Review	Yes	Due dates: March 15 for June review September 1 for December review	Organizational Change - Council Approval Required
Changing governance, ownership, control, or legal status of an institution	Change of Governance, Control, Form, or Legal Status – Substantive	Yes Dec 15 for June Review June 1 for Dec Review	Yes	Due dates: December 15 for June Review June 1 for December Review	Organizational Change - Council Approval Required
Acquiring any program or site from another institution	Change for SACSCOC Accredited Institutions Policy Statement	Yes Dec 15 for June Review June 1 for Dec Review	Yes	Due dates: December 15 for June Review June 1 for December Review	Organizational Change - Council Approval Required
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing		Yes Dec 15 for June Review June 1 for Dec Review	Yes	Due dates: December 15 for June Review June 1 for December Review	Organizational Change - Council Approval Required for “non-exempt” instructional sites

Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	1	No	Yes	Cover sheet and modified prospectus (Contact Commission Staff)	Organizational Change –Staff approval
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	1	No	Yes	Cover sheet and modified prospectus (Contact Commission Staff)	Council Approval/ Proposal Required
Adding a site under a U.S. military contract for a previously approved program	1	No	Yes	Cover sheet and modified prospectus (Contact Commission Staff)	Organizational Change - Council Approval Required for “non-exempt” instructional sites
Altering significantly the length of a program	1	No	Yes	Cover sheet and modified prospectus (Contact Commission Staff)	Substantial Modification of Degree Program (6-12 hours) - Council approval
Altering significantly the educational mission of the institution	1	No	Yes	Cover sheet and modified prospectus (Contact Commission Staff)	Grammatical Change – SCHEV Staff approval; change to text - Council approval
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	No	Letter of notification with old address, new address, and implementation date	Organizational Change - Council Approval Required
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	Agreements involving Joint/Dual Academic Award Policy	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.	Council Approval/ Proposal Required
Initiating programs or courses offered through contractual agreement or consortium	2	Yes	No	Letter of notification and copy of signed agreement	Council Approval/ Proposal Required
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	2	Yes	No	Letter of notification and copy of signed agreement	Council Approval/ Proposal Required
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)	2	Yes	No	Letter of notification including street address and implementation date	Organizational Change - Council Approval Required
Initiating distance learning by offering 25-49 of the first program for the first time	2	Yes	No	Letter of notification including street address and implementation date	If it is a new program Council Approval/ Proposal Required
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	3	Yes	Yes	Letter of notification and Teach-out-plan	Organizational Change - Council Approval Required
Closing a program, approved off-campus site, branch campus, or institution where	3	Yes	Yes	Teach-out-plan and signed agreement	Closing program - SCHEV Staff approval

the institution plans contracts with another institution(s) to teach-out students					Closing “non-exempt” location - Organizational Change - Council Approval Required
Initiating a certificate program at employer’s request and on short notice using existing approved courses and location	NA	No	No	NA	Notification to SCHEV Staff / Proposal Required
Initiating certificate program (not at employer’s request and not on short notice) using existing approved courses and location	NA	No	No	NA	Notification to SCHEV Staff / Proposal Required
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	NA	No	No	NA	Organizational Change - Council Approval Required
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE NOT significantly different from current programs at the site	NA	No	No	NA	Organizational Change - subject to Council staff review
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	NA	No	No	NA	Organizational Change - subject to Council staff review
C.A.G.S. or Ed.S.	1	No	Yes	Due dates: March 15 (for June review) September 1 (for December review)	Council Approval/ Proposal Required
CIP Code Change				Updated list of programs and CIP Codes	SCHEV Staff approval
Degree Designation Change				Updated list of programs and Degree awarded	SCHEV Staff approval
First Professional Degrees	1	No	Yes	Due dates: March 15 (for June review) September 1 (for December review)	Council Approval/ Proposal Required
Health Program*				If Significant Departure	Council Approval/ Proposal Required
Program Merger	N/A	No action	No action	Updated list of programs and CIP Codes	SCHEV Staff approval
Simple Program Modification	N/A				SCHEV Staff approval/ Proposal Required
Program Title Change	N/A	No	No		SCHEV Staff approval
Spin Off Degree Program	N/A	No action	No action		SCHEV Staff approval/ Proposal Required
Concentration/Majors/Tracks	No action	No action	No action	No action	No action