PPS 2.19

 Reporting Substantive

 Changes to SACSCOC

 Appendix A

**Reporting Substantive Changes**

Examples of 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. Current information may be obtained at [www.sacscoc.org](http://www.sacscoc.org). The three procedures include:

 Procedure 1 – Review of Substantive Changes Requiring *Notification and Approval Prior to Implementation*

 Procedure 2 – Review of Substantive Changes Requiring *Only Notification Prior to Implementation*

 Procedure 3 – Review and Approval of Closing a Program, Site, Branch Campus or Institution

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| **Types of Change** | **Procedure** | **Prior Notification Required** | **Time Frame for Contacting COC** | **Prior Approval Required** | **Documentation** |
| Initiating coursework or programs at a different level than currently approved | 1 | NA | NA | Yes | Application for Level ChangeDue dates: April 8 or September 15 |
| Expanding at current degree level *(significant departure from current programs)* | 1 | Yes | 6 months | Yes | Prospectus |
| Initiating a branch campus (See definition of “branch campus” on p. 3 of this document.**)** | 1 | Yes | 6 months | Yes | Prospectus |
| Relocating a main or branch campus | 1 | Yes | 6 months | Yes | Prospectus |
| Moving an off-campus instructional site (serving the same geographic area) | 2 | Yes | Prior to implementation | NA | Letter of notification with new address and starting date |
| Initiating degree completion programs | 1 | NA | NA | Yes | Prospectus |
| Initiating a certificate program at employer’s request and on short notice |  |  |  |  |  |
| …using existing approved courses | NA | NA | NA | NA | NA |
| …at a new off-campus site (previously approved program) | 1 | NA | NA | Yes | Modified prospectus |
| …that is a significant departure from previously approved programs | 1 | Yes | Approval required prior to implementation | Yes | Modified prospectus |

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| **Types of Change** | **Procedure** | **Prior Notification Required** | **Time Frame for Contacting COC** | **Prior Approval Required** | **Documentation** |
| Initiating other certificate programs |  |  |  |  |  |
| …using existing approved courses | NA | NA | NA | NA | NA |
| …at a new off-campus site (previously approved program) | 1 | NA | NA | Yes | Prospectus |
| …that is a significant departure from previously approved programs | 1 | Yes | 6 months | Yes | Prospectus |
| Altering significantly the educational mission of the institution | 1 | NA | NA | Yes | Contact Commission Staff (*Also see page 16, item 9*) |
| Initiating joint or dual degrees with another institution: (See [“Agreements Involving](http://www.sacscoc.org/pdf/JointDualAwards.pdf)  [Joint and Dual Academic](http://www.sacscoc.org/pdf/JointDualAwards.pdf)  [Awards](http://www.sacscoc.org/pdf/JointDualAwards.pdf)” policy) |  |  |  |  |  |
| Joint Programs:with another SACSCOC accredited institution | 2 | Yes | Prior to implementation | NA | Copy of signed agreement and contact information for each institution |
| Joint Programs:with an institution not accredited by SACSCOC | 1 | Yes | 6 months | Yes | Prospectus |
| Dual Programs | 2 | Yes | Prior to implementation | No | Copy of signed agreement and contact information for each institution |
| Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) |  |  |  |  |  |
| Student can obtain 50% or more credits toward program | 1 | NA | NA | Yes | Prospectus |
| …Student can obtain 25- 49% of credit | 2 | Yes | Prior to implementation | NA | Letter of notification |
| …Student can obtain 24% or less | NA | NA | NA | NA | NA |

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| **Types of Change** | **Procedure** | **Prior Notification Required** | **Time Frame for Contacting COC** | **Prior Approval Required** | **Documentation** |
| Expanding program offerings at previously approved off-campus sites |  |  |  |  |  |
| …Adding approved programs that ARE NOT significantly different from current programs at the site | NA | NA | NA | NA | NA |
| …Adding approved programs that ARE significantly different from current programs at the site but NOT at the institution | NA | NA | NA | NA | NA |
| Adding programs that ARE significantly different from current programs at the site AND at the institution | 1 | Yes | 6 months | Yes | Prospectus |
|  |  |  |  |  |  |
| Altering significantly the length of a program | 1 | NA | NA | Yes | Modified Prospectus |
| Changing from clock hours to credit hours | 1 | NA | NA | Yes | Justify reasons for change, indicate calculation of equivalency, and other pertinent information |
| Initiating a direct assessment competency- based program | See SACSCOCPolicy “[Direct](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf)  [Assessment](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf)  [Competency-](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf)  [Based](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf) [Educational](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf)  [Programs](http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf)” | Yes | 6 months | Yes | Submit “Screening Form” with letter of notification. If Prospectus is required, due dates: April 8 or September 15. |
| Initiating distance learning… |  |  |  |  |  |
| Offering 50% or more of a program for the first time | 1 | NA | NA | Yes | Prospectus |
| …Offering 25-49% | 2 | Yes | Prior to implementation | No | Letter of notification |
| …Offering 24% or less | NA | NA | NA | NA | NA |
| Initiating programs or courses offered through contractual agreement or consortium | 2 | Yes | Prior to implementation | NA | Letter of notification and copy of signed agreement |

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| **Types of Change** | **Procedure** | **Prior Notification Required** | **Time Frame for Contacting COC** | **Prior Approval Required** | **Documentation** |
| 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 COC accredited institution | 1 | NA | NA | Yes | Prospectus |
| …if the entity provides less than 25% of an educational program offered by the COC accredited institution | 2 | Yes | Prior to implementation | NA | Copy of the signed agreement |
| Initiating a merger/consolidation with another institution | See SACSCOCpolicy [“Mergers,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Consolidations,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Acquisitions, and](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Governance,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Control, Form, or](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Legal Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)” | Yes | 6 months | Yes | Prospectus Due dates: April 8 orSeptember 15 |
| Changing governance, ownership, control, or legal status of an institution | See SACSCOCpolicy [“Mergers,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Consolidations,](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf) [Ownership,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Acquisitions, and](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Governance,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Control, Form, or](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Legal Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)” | Yes | 6 months | Yes | Prospectus Due dates: April 8 orSeptember 15 |
| Acquiring any program or site from another institution | See SACSCOCpolicy [“Mergers,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Consolidations,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Ownership,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Acquisitions, and](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Governance,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Control, Form, or](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Legal Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)” | Yes | 6 months | Yes | Prospectus |
| Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing | See SACSCOCpolicy [“Mergers,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Consolidations,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Ownership,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Acquisitions, and](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Change of](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Governance,](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Control, Form, or](http://www.sacscoc.org/pdf/081705/Mergers.pdf)  [Legal Status](http://www.sacscoc.org/pdf/081705/Mergers.pdf)” | Yes | 6 months | Yes | Prospectus |

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| **Types of Change** | **Procedure** | **Prior Notification Required** | **Time Frame for Contacting COC** | **Prior Approval Required** | **Documentation** |
| Closing a program, approved off-campus site, branch campus, or institution |  |  |  |  |  |
| …Institution to teach out its own students | 3 | Yes | Immediately following decision to close | Yes | Description of teach-out plan included with letter of notification |
| …Institution contracts with another institution to teach-out students (Teach-out Agreement) | 3 | Yes | Immediately following decision to close | Yes | Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification |