

Procedures

Procedures for Reporting: An Overview

There are three procedures for addressing the different types of substantive changes included in this document:

- Procedure One for the Review of Substantive Changes Requiring *Approval Prior to Implementation* (Notification may also be required).
- Procedure Two for the Review of Substantive Changes Requiring **Only Notification Prior to Implementation** (some changes also require submission of additional documents).
- Procedure Three for Closing a Program, Site, Branch Campus or Institution.

Procedures for the following types of changes are included in the separate SACSCOC policy [Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status](#):

- initiating a merger or consolidation;
- acquiring an institution or location (including programs) of another institution;
- initiating a change of ownership;
- initiating a change of governance, control, form, or legal status; and
- adding as a permanent off-campus instructional site a location at which the institution is conducting a teach-out for students of another institution;

Procedures for approval of direct assessment competency-based education programs are in the separate SACSCOC policy [Direct Assessment Competency-Based Educational Programs](#).

The initiation or revision of programs not offered for academic credit and that are not eligible for federal financial aid does not require reporting; however, such programs are subject to review at the time of reaffirmation.

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.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	Procedure 1	No	Yes	<p>Application for Level Change</p> <p>Due dates: March 15 (for June review) September 1 (for December review)</p>
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 1	No	Yes	<p>Cover Sheet Prospectus (See Appendix B of this document)</p> <p>Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation</p>
Expanding at current degree level (<i>significant departure from current programs</i>).				
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				
Initiating degree completion programs				
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)				
Initiating distance learning by offering 50% or more of the first program for the first time				
Relocating a main or branch campus				
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				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
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	See SACSCOC policy Agreements Involving Joint and Dual Academic Awards	No	Yes	Cover Sheet Prospectus (See Appendix B of this document) 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
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC Policy Agreements Involving Joint and Dual Academic Awards	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.
Initiating a program or courses delivered through cooperative academic arrangement	Procedure 2	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement, contact information for each institution/entity
Initiating a direct assessment competency-based program	See SACSCOC Policy 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)
Initiating a merger/consolidation with another institution	See SACSCOC Policy: Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status	Yes: December 15 (for June review); June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status) Due dates: March 15 (for June review) September 1 (for December review)
Changing governance, ownership, control, or legal status of an institution				
Acquiring an institution or location (including programs) of another institution				
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	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				
Adding a site under a U.S. military contract for a previously approved program				
Altering significantly the length of a program				
Altering significantly the educational mission of the institution				
Changing from clock hours to credit hours	Procedure 1	No	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 2	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy Agreements Involving Joint and Dual Academic Awards	At least 6 months prior to implementation	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 2	Yes	No	Letter of notification and copy of signed agreement
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				

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
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 2	Yes	No	Letter of notification Including street address and implementation date
Initiating distance learning by offering 25-49 of the first program for the first time				
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3	Yes	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 3	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	NA
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location				
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				
Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site				
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				
Initiating distance learning by offering 24% or less of any program for the first time				