**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.

<table>
<thead>
<tr>
<th>Types of Change</th>
<th>Procedure or Policy</th>
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<th>Documentation and Time Frame for Contacting SACSCOC</th>
</tr>
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</table>
| Initiating coursework or programs at a different level than currently approved | Procedure 1 | No | Yes | Application for Level Change  
| | | | | Due dates:  
| | | | | 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 1 | 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 |
| Expanding at current degree level (*significant departure from current programs*). | Procedure 1 | No | Yes |  
| 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 | | | |  

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<tr>
<td>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</td>
<td>See SACSCOC policy “Agreements Involving Joint and Dual Academic Awards”</td>
<td>No</td>
<td>Yes</td>
<td>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</td>
</tr>
<tr>
<td>Initiating dual or joint degree with at least one institution not accredited by SACSCOC</td>
<td>See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards”</td>
<td>At least 6 months prior to implementation</td>
<td>Yes</td>
<td>Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.</td>
</tr>
<tr>
<td>Initiating a direct assessment competency-based program</td>
<td>See SACSCOC Policy “Direct Assessment Competency-Based Educational Programs”</td>
<td>Yes – Screening Form</td>
<td>Yes</td>
<td>Submit “Screening Form” with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)</td>
</tr>
<tr>
<td>Initiating a merger/consolidation with another institution</td>
<td>See SACSCOC Policy “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”</td>
<td>Yes: December 15 (for June review); June 1 (for December review)</td>
<td>Yes</td>
<td>Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: “Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status”) Due dates: March 15 (for June review); September 1 (for December review)</td>
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<td>Changing governance, ownership, control, or legal status of an institution</td>
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<tr>
<td>Acquiring any program or site from another institution</td>
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<td>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</td>
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<tr>
<td>Initiating a certificate program at a new off-campus site at employer’s request and on short notice (previously approved program)</td>
<td>Procedure 1</td>
<td>No</td>
<td>Yes</td>
<td>Cover Sheet Modified prospectus Contact Commission Staff.</td>
</tr>
<tr>
<td>Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice</td>
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<tr>
<td>Adding a site under a U.S. military contract for a previously approved program</td>
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<tr>
<td>Altering significantly the length of a program</td>
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<tr>
<td>Altering significantly the educational mission of the institution</td>
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<tr>
<td>Changing from clock hours to credit hours</td>
<td>Procedure 1</td>
<td>No</td>
<td>Yes</td>
<td>Justify reasons for change, indicate calculation of equivalency, and other pertinent information</td>
</tr>
<tr>
<td>Moving an off-campus instructional site (serving the same geographic area)</td>
<td>Procedure 2</td>
<td>Yes</td>
<td>No</td>
<td>Letter of notification with old address, new address, and implementation date</td>
</tr>
<tr>
<td>Initiating dual or joint degrees with other SACSCOC accredited institution(s)</td>
<td>See SACSCOC Policy “Agreements Involving Joint and Dual Academic Awards”</td>
<td>At least 6 months prior to implementation</td>
<td>No</td>
<td>Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.</td>
</tr>
<tr>
<td>Initiating programs or courses offered through contractual agreement or consortium</td>
<td>Procedure 2</td>
<td>Yes</td>
<td>No</td>
<td>Letter of notification and copy of signed agreement</td>
</tr>
<tr>
<td>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</td>
<td>Procedure 2</td>
<td>Yes</td>
<td>No</td>
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<td>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)</td>
<td>Procedure 2</td>
<td>Yes</td>
<td>No</td>
<td>Letter of notification Including street address and implementation date</td>
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<td>Initiating distance learning by offering 25-49 of the first program for the first time</td>
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<td>Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students</td>
<td>Procedure 3</td>
<td>Yes</td>
<td>Yes</td>
<td>Description of teach-out plan included with letter of notification</td>
</tr>
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<td>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)</td>
<td>Procedure 3</td>
<td>Yes</td>
<td>Yes</td>
<td>Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification</td>
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<td>Initiating a certificate program at employer’s request and on short notice using existing approved courses and location</td>
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<tr>
<td>Initiating certificate program (not at employer’s request and not on short notice) using existing approved courses and location</td>
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<tr>
<td>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</td>
<td>NA</td>
<td>No</td>
<td>No</td>
<td>NA</td>
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<tr>
<td>Expanding program offerings at previously approved off-campus sites by adding approved programs that ARE NOT significantly different from current programs at the site</td>
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<td>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</td>
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<td>Initiating distance learning by offering 24% or less of any program for the first time</td>
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