

## SBC Substantive Change Checklist

(Note: For definitions of specific terms, please see the [“SACSCOC Substantive Change for Accredited Institutions Policy Statement.”](#))

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please respond to the following questions and submit to the College’s SACSCOC Liaison (Christy Cole, [ccole@sbcc.edu](mailto:ccole@sbcc.edu)) for review. Is the proposed change:

<b>A. Educational Program</b> <small>(See definition of “educational program” on p. 3 of Substantive Change Policy.)</small>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
A1. Initiating coursework or programs at a different level than currently approved	1			
A2. Expanding at current degree level (significant departure from current programs).	See criteria below.			
A2a. Coherent course of study (coursework or programs) leading to the awarding of a credential <i>“Repackaging” of existing content, faculty, resources, etc</i>	N/A			
A2b. Coherent course of study (coursework or programs) leading to the awarding of a credential <u>Does the program have 25% or more new:</u> <i>Content or coursework Faculty Additional equipment or facilities Library/learning resources Financial resources</i>	1			
A3. Initiating dual or joint degrees involving program expansion (significant departure—see criteria above) or initiating a new site where student can obtain 50% or more credits toward a program	See policy.			
A4. Initiating dual or joint degree with at least one institution not accredited by SACSCOC	See policy.			
A5. Altering significantly the length of a program	1			
A6. Initiating degree completion programs	1			
Initiating a direct assessment competency-based program	See policy.			
A7. Closing a <b>program</b> , approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	3			
A8. Closing a <b>program</b> , approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	3			
<b>B. Branch Campus</b> <small>(See definition of “branch campus” on p. 3 of Substantive Change Policy.)</small>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
B1. Initiating a branch campus	1			
B2. Relocating a main or branch campus	1			
B3. Closing a program, approved off-campus site, <b>branch campus</b> , or institution where the institution plans to teach out its own students	3			

Note: The items on the checklist are taken directly from the substantive change types listed in the [“SACSCOC Substantive Change for Accredited Institutions Policy Statement.”](#) For this table, the items have been categorized according to type of change.

B4. Closing a program, approved off-campus site, <b>branch campus</b> , or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	3			
<b>C. Off-Campus Instructional Site</b> <i>(A teaching site located geographical apart from the main campus. The site is not independent of the institution's main campus.)</i>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
C1. Initiating <b>off-campus sites</b> 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			
C2. Initiating <b>off-campus sites</b> 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			
C3. Initiating <b>off-campus sites</b> (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	N/A			
C4. Expanding program offerings at previously approved <b>off-campus sites</b> by adding programs that ARE significantly different from current programs at the site AND at the institution	1			
C5. Expanding program offerings at previously approved <b>off-campus sites</b> by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution	N/A			
C6. Expanding program offerings at previously approved <b>off-campus sites</b> by adding approved programs that ARE NOT significantly different from current programs at the site	N/A			
C7. Adding a <b>site</b> under a U.S. military contract for a previously approved program	1			
C8. Moving an <b>off-campus instructional site</b> (serving the same geographic area)	2			
C9. Closing a program, approved <b>off-campus site</b> , branch campus, or institution where the institution plans to teach out its own students	3			
C10. Closing a program, approved <b>off-campus site</b> , branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	3			
<b>D. Distance education</b> <i>(See definition of "distance education" on p. 3 of Substantive Change Policy.)</i>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
D1. Initiating distance learning by offering 50% or more of the first program for the first time	1			
D2. Initiating distance learning by offering 25-49 of the first program for the first time	2			
D3. Initiating distance learning by offering 24% or less of any program for the first time	N/A			

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<b>E. Contractual agreement/Consortial relationship</b> <i>(See definition of "contractual agreement" or "consortial relationship" on p. 3 of Substantive Change Policy.)</i>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
E1. Initiating programs or courses offered through contractual agreement or consortium	2			
E2. Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See policy.			
E3. 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			
E4. 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			
<b>F. Certificate program</b> <i>(Refers to "stand-alone" certificate programs awarded as a credential. Does not refer to certificates that are awarded as part of a degree program.)</i>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
F1. Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location	N/A			
F2. Initiating a certificate program at employer's request and on short notice using existing approved courses and location	N/A			
F3. Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	1			
F4. Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	1			
<b>Institution</b>	<b>Procedure</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
G1. Altering significantly the educational mission of the institution	1			
G2. Changing governance, ownership, control, or legal status of an institution	See policy.			
G3. Acquiring any program or site from another institution	See policy.			
G4. Initiating a merger/consolidation with another institution	See policy.			
G5. Closing a program, approved off-campus site, branch campus, or <b>institution</b> where the institution plans to teach out its own students	3			
G6. Closing a program, approved off-campus site, branch campus, or <b>institution</b> where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	3			
G7. Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See policy.			
G8. Changing from clock hours to credit hours	1			

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