

SACSCOC Substantive Change by Requirement Type

- I. A substantive change requires either:
 - a. Notification,
 - b. Approval, or
 - c. Notification and Approval.
- II. A committee visit is either:
 - a. Required,
 - b. Contingent on institutional characteristics, or
 - c. Not required.
- III. A fee to review the substantive change is either:
 - a. Yes or No (See the Fee and Expenses section of the *SACSCOC Substantive Change Policy and Procedures* document for amounts; committee visit fees and expenses are separate.)
- IV. The type of substantive change is subject to additional or different requirements if the institution is on Substantive Change Restriction, either:
 - a. Yes or No.

CHANGE	COMMITTEE VISIT	FEE	SUBJECT TO SUBSTANTIVE CHANGE RESTRICTION
Notification			
<i>No submission deadline</i>			
<i>Implementation allowed after notification is sent</i>			
Institutional Changes			
None			
Program Changes			
Cooperative Academic Arrangement with Non-Title IV Entities – Notification (< 25% or program content)	No	No	Yes
Method of Delivery – Notification (50% or more)	No	No	Yes
Off-Campus Instructional Site/Additional Location Changes			
Off-Campus Instructional Site Notification (25-49% of program instruction)	No	No	No

SACSCOC Substantive Change by Requirement Type

CHANGE	COMMITTEE VISIT	FEE	SUBJECT TO SUBSTANTIVE CHANGE RESTRICTION
Approval – Senior Staff			
<i>January 1</i> deadline for changes to be implemented July 1 through December 31 of the same calendar year.			
<i>July 1</i> deadline for changes to be implemented January 1 through June 30 of the subsequent calendar year.			
<i>Implementation cannot occur until approval is received</i>			
Institutional Changes			
Change in Measure of Student Progress to Completion (i.e., changes from or to: semester, trimester, or quarter academic calendars; time-based or non-time-based; and clock hour-based or credit hour-based measures)	No	Yes	No
Competency-based Education by Course/Credit-based Approach – Institutional-level Approval (first 50% or more program)	No	Yes	No
Distance Education – Institutional-level Approval (first program: 50% or more)	No	Yes	No
Program Changes			
Cooperative Academic Arrangement with Non-Title IV Entities – Approval (25-50% of program content)	No	Yes	Yes (up to 50% of program content)
Method of Delivery – Approval (50% or more of program)	No	No	Yes
New Program – Approval (50-100% new content)	No	Yes	Yes (25-100% new content)
Program Length Change (25% or more change AND change in expected completion time)	No	Yes	Yes (25% or more change only)
Off-Campus Instructional Site/Additional Location Changes			
None			
Other Changes			
None			

SACSCOC Substantive Change by Requirement Type

CHANGE	COMMITTEE VISIT	FEE	SUBJECT TO SUBSTANTIVE CHANGE RESTRICTION
Approval – Executive Council of the Board of Trustees (meets year-round)			
<i>January 1 deadline for changes to be implemented July 1 through December 31 of the same calendar year.</i>			
<i>July 1 deadline for changes to be implemented January 1 through June 30 of the subsequent calendar year.</i>			
<i>Implementation cannot occur until approval is received</i>			
Institutional Changes			
Institution Closure	No	No	No
Institution Relocation	No	Yes	No
Institutional Contingency Teach-out Plan	No	No	No
Mission Change (fundamentally different)	No	Yes	No
Level Authorization Addition (i.e., offering instruction and credentials at a level lower than the highest level for which the institution is approved)	No	Yes	No
Prison Education Program (PEP) – Institutional-level Approval	Required	Yes	Yes
Program Changes			
Program Closure	No	No	No
Off-Campus Instructional Site/Additional Location Changes			
Off-Campus Instructional Site Closure	No	No	No
Other Changes			
Implementation Extension (beyond the 2-year approval period)	No	No	No

SACSCOC Substantive Change by Requirement Type

CHANGE	COMMITTEE VISIT	FEE	SUBJECT TO SUBSTANTIVE CHANGE RESTRICTION
Approval - Full Board of Trustees (meets biannually)			
<i>March 15</i> deadline for review at the Board's biannual meeting in June of the same calendar year.			
<i>September 1</i> deadline for review at the Board's biannual meeting in December of the same calendar year.			
<i>Implementation cannot occur until approval is received</i>			
Institutional Changes			
Acquisition	Required	Yes	No
Level Change to a Higher Level	Required	Yes	No
Program Changes			
Competency-based Education by Direct Assessment – Approval (50% or more of program)	Required	Yes	No
Off-Campus Instructional Site/Additional Location Changes			
Off-campus Instructional Site Approval – Extensive Review	Contingent	Yes	Yes
Notification and Approval - Full Board of Trustees (meets biannually)			
<i>March 15</i> deadline for review at the Board's biannual meeting in June of the same calendar year.			
<i>September 1</i> deadline for review at the Board's biannual meeting in December of the same calendar year.			
Institutional Changes			
Governance Change (i.e., significantly altering governing board bylaws, the board's scope of authority/responsibility, the number of board members, or how the board members are selected)	Required	Yes	No
Institution, Program, or Location Acquisition	Required	Yes	No
Merger/Consolidation	Required	Yes	No
Ownership, Means of Control, or Legal Status Change	Required	Yes	No
Program Changes			
None			
Off-Campus Instructional Site/Additional Location Changes			
None			

Source: SACSCOC Substantive Change Policy and Procedures
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>