

## Internal Substantive Change Form

**INSTRUCTIONS:** Indicate on this form the type of change/changes being submitted by checking appropriate box under *Type of Change*. ***Approval must be granted by SACSCOC prior to implementation of the change.*** All substantive changes must be submitted to HT's Accreditation Liaison. The Accreditation Liaison will coordinate and finalize substantive change submissions to SACSCOC.

Name of Requestor:					
Requesting on Behalf of Committee/Department/Unit:					
Today's Date:				Phone No.:	
Additional Contact Person(s):				Email address:	
Brief Summary of Substantive Change:					
Anticipated Implementation Date of Proposed Change:					
<b>Type of Approval</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No		1. Will the change/changes require EPC approval? 2. If so, has it received EPC approval? 3. Date EPC approved change if applicable? _____ 4. Will the change/changes require Administrative Council review? 5. If so, has it been reviewed by the Administrative Council? 6. Date Administrative Council reviewed change if applicable? _____ 7. Will the change/changes require Presidential approval? 8. If so, has it received Presidential approval? 9. Date President approved change if applicable? _____ 10. Will substantive change/changes require additional approval? 11. If so, has it received approval and from whom? _____			
<b>Please Check Off Below the Category or Categories which Best Describe the Proposed Substantive Change</b>		<b>EXPECTED TIMEFRAME AND DOCUMENTATION NEEDED</b> <i>Use the following as a guide for expected timeframe and documentation needed. Please note that the below information is subject to change. Documentation will be requested by SACS Accreditation and does not need to be submitted with this form.</i>			
<b>Type of Change</b>	<b>SACSCOC Procedure</b>	<b>Prior Notification Required</b>	<b>Timeframe</b>	<b>Prior Approval Required</b>	<b>Documentation</b>
Initiating coursework or programs at a different level than currently approved <input type="checkbox"/>	1	NA	NA	Yes	Application for Level Change Due dates: April 15 or September 15
Expanding at current degree level ( <i>significant departure from current programs</i> ) <input type="checkbox"/>	1	Yes	6 months	Yes	Prospectus

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Initiating a branch campus (See definition of “branch campus” on p. 3 of this document.) <input type="checkbox"/>	1	Yes	6 months	Yes	Prospectus
Initiating a certificate program at employer’s request and on short notice <input type="checkbox"/>					
...using existing Approved courses <input type="checkbox"/>	NA	NA	NA	NA	NA
...at a new off-campus site (previously approved program) <input type="checkbox"/>	1	NA	NA	Yes	Modified prospectus
...that is a significant departure from previously approved programs <input type="checkbox"/>	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating other certificate Programs <input type="checkbox"/>					
... using existing approved courses <input type="checkbox"/>	NA	NA	NA	NA	NA
... at a new off-campus site (previously approved program) <input type="checkbox"/>	1	NA	NA	Yes	Prospectus
...that is a significant departure from previously approved programs <input type="checkbox"/>	1	Yes	6 months	Yes	Prospectus
Altering significantly the educational mission of the institution <input type="checkbox"/>	1	NA	NA	Yes	Contact Commission Staff ( <i>Also, see page 16, item 9</i> )
Initiating joint or dual degrees with another institution: <input type="checkbox"/> (See: <a href="#">“Agreements Involving Joint and Dual Academic Awards.”</a> )					
Joint programs .....with another SACSCOC accredited Institution <input type="checkbox"/>	2	Yes	Prior to Implementation	NA	Copy of signed agreement and contact information for each institution

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<p>.....with an institution not accredited by</p> <p>SACSCOC <input type="checkbox"/></p> <p>Dual programs <input type="checkbox"/></p>	<p>1</p> <hr/> <p>2</p>	<p>Yes</p>	<p>Prior to Implementation</p>	<p>No</p>	<p>Copy of signed agreement and contact information for each institution</p>
<p>Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) <input type="checkbox"/></p> <p>... Student can obtain 50 % or more credits toward program <input type="checkbox"/></p> <p>...Student can obtain 25-49 % of credit <input type="checkbox"/></p> <p>...Student can obtain 24% less <input type="checkbox"/></p>	<p>1</p> <hr/> <p>2</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>Yes</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>Prior to implementation</p> <hr/> <p>NA</p>	<p>Yes</p> <hr/> <p>NA</p> <hr/> <p>NA</p>	<p>Prospectus</p> <hr/> <p>Letter of Notification</p> <hr/> <p>NA</p>
<p>Expanding program offerings at previously approved off-campus sites <input type="checkbox"/></p> <p>...Adding programs that are significantly different from current programs at the site <input type="checkbox"/></p> <p>...Adding programs that are NOT significantly different from current programs at the site <input type="checkbox"/></p>	<p>NA</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>NA</p>	<p>NA</p> <hr/> <p>NA</p>
<p>Altering significantly the length of a program <input type="checkbox"/></p>	<p>1</p>	<p>NA</p>	<p>NA</p>	<p>Yes</p>	<p>Prospectus</p>
<p>Initiating distance learning... <input type="checkbox"/></p> <p>...Offering 50 % or more of a program for the first time <input type="checkbox"/></p>	<p>1</p>	<p>NA</p>	<p>NA</p>	<p>Yes</p>	<p>Prospectus</p>

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Type of Change	SACSCOC Procedure	Prior Notification Required	Timeframe	Prior Approval Required	Documentation
...Offering 25-49 %	2	Yes	Prior to implementation	No	Letter of notification
...Offering 24 % or less <input type="checkbox"/>	NA	NA	NA	NA	NA
Initiating programs or courses offered through contractual agreement or consortium <input type="checkbox"/>	2	Yes	Prior to Implementation	NA	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE Title IV Programs <input type="checkbox"/>	1	NA	NA	Yes	Prospectus
... if the entity provides 25% or more of an educational program offered by the COC accredited institution <input type="checkbox"/>					
... if the entity provides less than 25% of an educational program offered by the accredited institution <input type="checkbox"/>	2	Yes	Prior to Implementation	NA	Copy of the signed agreement
Initiating a merger/consolidation with another institution <input type="checkbox"/>	See SACSCOC policy “ <b>Mergers, Consolidations and Change of Ownership: Review and Approval.</b> ”	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Changing governance, ownership, control, or legal status of an institution <input type="checkbox"/>	See SACSCOC policy “ <b>Mergers, Consolidations and Change of Ownership: Review and Approval.</b> ”	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Relocating a main or branch campus <input type="checkbox"/>	1	Yes	6 months	Yes	Prospectus

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Type of Change	SACSCOC Procedure	Prior Notification Required	Timeframe	Prior Approval Required	Documentation
Moving an off-campus instructional site (serving the same geographic area) <input type="checkbox"/>	2	Yes	Prior to Implementation	NA	Letter of notification with new address and starting date
Changing from clock hours to credit hours <input type="checkbox"/>	1	NA	NA	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Altering significantly the length of a program <input type="checkbox"/>	1	NA	NA	Yes	Prospectus
Initiating degree completion programs	1	NA	NA	Yes	Prospectus
Closing a program, approved off-campus site, branch campus, or institution <input type="checkbox"/>					
...Institution to teach out its own students <input type="checkbox"/>	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) <input type="checkbox"/>	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification
Acquiring any program or site from another institution <input type="checkbox"/>	See SACSCOC policy " <a href="#">Mergers, Consolidations and Change of Ownership: Review and Approval.</a> "	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 <input type="checkbox"/>	See SACSCOC policy " <a href="#">Mergers, Consolidations and Change of Ownership: Review and Approval.</a> "	Yes	6 months	Yes	Prospectus
Other substantive change not referenced above <input type="checkbox"/>	Unknown	Unknown	Unknown	Unknown	Unknown

## Internal Substantive Change Form

Additional questions / comments / concerns:

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### Substantive Change Internal Processing Categories (Accreditation Liaison Use Only):

- ☐ **(1) Substantive changes that require only notification to SACSCOC:** University administrators must formally notify the internal accreditation liaison a minimum of four months prior to intended implementation of substantive changes that require only a notification letter to SACSCOC. Substantive changes cannot be implemented until the institution receives acceptance from SACSCOC of the notification letter.
- ☐ **(2) Substantive changes that require approval from SACSCOC:** University administrators must formally notify the accreditation liaison a minimum of 9 months prior to intended implementation of substantive changes requiring SACSCOC approval. Substantive changes cannot be implemented until the institution receives approval from SACSCOC for the proposed substantive change. Such substantive changes will likely require a modified prospectus or a prospectus and may also included other requested documentation.
- ☐ **(3) Substantive changes that require approval and onsite review from SACSCOC:** Substantive changes that require a lengthier review process, such as a level-change, will require notification to the accreditation liaison a minimum of twelve to eighteen months before intended implementation. Substantive changes cannot be implemented until the institution receives approval for the proposed substantive change from SACSCOC.