

Appendix C: Quick Reference

Substantive Change Types

This quick reference is designed as a summary only. It is not intended to replace a careful reading and understanding of policy. As a summary of select information, it provides an efficient reference to identify substantive change types and to make comparisons across types.

Substantive Change Type	Requires			Visit		Other	
	Notification	Approval – Exec Council	Approval – Full Board	Contingent	Required	Review Fee	Sub Change Restriction
<i>This is a summary only. Always consult policy for complete information of substantive change types.</i>							
INSTITUTIONAL CHANGES							
Acquisition	●		●		●	●	
Change Measure Progress to Completion		●				●	
CBE Course-Credit Approach-Institutional Approval		●				●	
Distance Ed-Institutional-level Approval		●				●	
Governance Change	●		●		●	●	
Institution Closure		●					
Institution Relocation		●				●	
Institutional Contingency Teach-out		●					
Level Change ^(a)			●		●	●	
Merger / Consolidation	●		●		●	●	
Mission Change		●				●	
Ownership, Means of Control, or Legal Status Change	●		●		●	●	
Prison Education Program – Institutional-level Approval (*Note: Approval-Exec Council –OR– Approval-Full Board contingent on institutional status; see explanations in procedures)		● *	● *		●	●	
PROGRAM CHANGES							
Clock-Credit Hour Conversion		●					
CBE Direct Assessment-Approval			●		●	●	
CBE Direct Assessment-Notification	●						
Coop Acad Arr Title IV Entities	●						
Coop Acad Arr Non-Title IV Entities-Approval		●				●	●
Coop Acad Arr Non-Title IV Entities-Notification	●						●
Correspondence Education		●				●	
Dual Academic Award	●						
Joint Academic Award with Non-SACSCOC Accredited Institution(s) or Entity(ies)		●				●	
Joint Academic Award with SACSCOC Institution(s)	●						



Substantive Change Type	Requires			Visit		Other	
	Notification	Approval – Exec Council	Approval – Full Board	Contingent	Required	Review Fee	Sub Change Restriction
<i>This is a summary only. Always consult policy for complete information of substantive change types.</i>							
Method of Delivery-Approval		●					●
Method of Delivery-Notification	●						●
New Program-Approval		●				●	●
New Program-Notification	●						●
Program Closure		●					
Program Designed for Prior Learning-Approval		●				●	●
Program Designed for Prior Learning-Notification	●						●
Program Length Change		●				●	●
Program Re-open	●						
OFF-CAMPUS INSTRUCTIONAL SITE (OCIS) CHANGES							
OCIS Notification	●						
OCIS Approval Extensive Review			●	●		●	●
OCIS Approval Limited Review		●		●		●	●
OCIS Relocation - Non-Branch	●						
OCIS Relocation - Branch		●				●	
OCIS Name or Address Change	●						
OCIS Closure		●					
OCIS Re-open	●						

Notes:

- (a) Refer to Level Change for exceptions for embedded associate degrees and embedded Specialist degrees.
- Some of the types are abbreviated in this table; refer to the policy text for the full-text type.
- Action requirements are for an institution *not* on SUBSTANTIVE CHANGE RESTRICTION; see policy for requirements for an institution that *is* on SUBSTANTIVE CHANGE RESTRICTION.
- An institution on sanction when a substantive change is submitted is ineligible for Executive Council review (except for closures); full Board review is required.

Conditions for SUBSTANTIVE CHANGE RESTRICTION and for an Institutional Contingency Teach-out Plan

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IF (Condition)	THEN (Consequence)	
<i>This is a summary only. Always consult policy for complete information.</i>	The institution is:	
	on Substantive Change Restriction	required to submit an Institutional Contingency Teach-out Plan
SACSCOC PLACES THE INSTITUTION ON:		
Warning	●	
Probation	●	●
Probation for Good Cause	●	●
SACSCOC:		
Acts to end an institution's accreditation		●
U.S. DEPARTMENT OF EDUCATION (USDE) PLACES THE INSTITUTION:		
Under provisional certification for participation in federal financial aid programs	●	
Under provisional certification for participation in federal financial aid programs —AND— directs the institution to submit a teach-out plan	●	●
On reimbursement for federal financial aid		●
On heightened cash monitoring for federal financial aid		●
On emergency action or an action to limit, suspend, or terminate the institution's participation in federal financial aid		●
A STATE AUTHORITY:		
Revokes an institution's authorization		●