

# SACSCOC & THECB Guide

Southern Association of Colleges and Schools Commission on Colleges & Texas Higher Education Coordinating Board

When should you contact our THECB and SACSCOC representatives?

## When you are considering the following:

- Creating a new discipline (regardless of if it has an existing CIP code)
- Adding a degree, certificate, or occupational skills award to an existing program
- Updating or revising an existing degree, certificate, or occupational skills award
- Closing a discipline or one of its degrees, certificates, or occupational skills awards
- Reopening a previously closed program
- Setting up a dual or joint academic award
- Adding new methods of delivery to an existing course of study
- Program length changes
- Core curriculum revisions
- Creating a new course
- Adding an existing WECM or ACGM course to our offerings
- Updating an existing course (SLOs, contact hours, description, etc.)
- Removing a course from the catalogue
- Teaching courses at a new off-campus location
- Increasing the course offerings at an existing off-campus location
- Closing an off-campus teaching location



Whom should I contact?

**Please contact both your SACSCOC Accreditation Liaison and our THECB Point of Contact as soon as you begin discussions on the topics listed above. Please include them both in your inquiry email.**

**Dr. Seabrook Jones**

SACSCOC Accreditation Liaison

[sjones290@alamo.edu](mailto:sjones290@alamo.edu)

210-486-1717

**Mona Aldana-Ramirez**

THECB Point of Contact

[maldana-ramirez@alamo.edu](mailto:maldana-ramirez@alamo.edu)

(210) 486-1419

The timelines below are to give academic leadership a sense of how long it may take to implement substantive changes. However, do not wait to reach out because your change may have a shorter timeline.

What is the timeline if the change needs to go into effect for the Fall semester?

**Feb 1st**

Reach out to your SACSCOC Liaison and THECB Point of Contact to discuss the potential changes

**Apr 1st**

Have met with your SACSCOC Liaison and THECB Point of Contact to discuss the scope of the potential changes

**Oct 1st**

By this time, you should have worked with the SACSCOC Liaison and THECB Point of Contact to assign writing sections for any paperwork needed for the THECB or SACSCOC

**Nov 1st**

If a Substantive Change Prospectus is required, this is the deadline to have a complete draft to your SACSCOC Liaison

**Nov 15th**

This is the latest date by which a final draft of a Substantive Change Prospectus has been agreed upon with the SACSCOC Liaison

**Dec 15th**

This is the latest date by which the SACSCOC Liaison will submit a Substantive Change Prospectus to SACSCOC

What is the timeline if the change needs to go into effect for the Spring semester?

**Sept 1st**

Reach out to your SACSCOC Liaison and THECB Point of Contact to discuss the potential changes

**Oct 1st**

Have met with your SACSCOC Liaison and THECB Point of Contact to discuss the scope of the potential changes

**Mar 1st**

By this time, you should have worked with the SACSCOC Liaison and THECB Point of Contact to assign writing sections for any paperwork needed for the THECB or SACSCOC

**Apr 1st**

If a Substantive Change Prospectus is required, this is the deadline to have a complete draft to your SACSCOC Liaison

**Apr 15th**

This is the latest date by which a final draft of a Substantive Change Prospectus has been agreed upon with the SACSCOC Liaison

**May 15th**

This is the latest date by which the SACSCOC Liaison will submit a Substantive Change Prospectus to SACSCOC

