

**SACSCOC Substantive Change Procedures  
St. Philip's College**

<b>Off-campus Instructional Sites (including Early College High Schools)</b>			
Type of Change	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Initiating off-campus sites 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)	Yes	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating off-campus sites where student can obtain 25-49% of credits toward a program	Yes	No	Letter of notification Including street address and implementation date
Initiating off-campus sites where student can obtain 24% or less of credits toward a program	N/A	N/A	None
Moving an off-campus instructional site (serving the same geographic area)	Yes	No	Letter of notification with old address, new address, and implementation date
Off-campus instructional site closure	No	Yes	Cover Sheet Teach out plan Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

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### SPC Procedure for Initiating Off-campus Instructional Sites

Action	Responsibility	Timeline
Declare intent to initiate an off-campus site <25%	Dean, HSP to VP	90 days prior to implementation
Determine if program constitutes a substantive change notification	Dean, HSP	
Consult with SACSCOC liaison to determine substantive change level and consistency according to rules	Dean, HSP	
Program is approved	Dean, VPAS, President	
Letter of Notification to SACSCOC prior to implementation for programs 25% to 49%	Accreditation Liaison and HSP	7 months prior to implementation
Submit prospectus to SACSCOC prior to implementation of 50% or more	Accreditation Liaison, HSP, applicable program directors/faculty, departmental chairs, deans	7 months prior to implementation
SACSCOC Response letter receipt	Accreditation Liaison to Dean, VP, President	
Implement program upon approval from SACSCOC	Applicable department	Proposed semester