

Substantive Change Prospectus: Submission and Required Components for an Off-campus Instructional Site (OCIS) Prospectus

Each submission must include the following in the order listed:

Off-campus Instructional Site Approval (including branch campus) by Extensive Review

1. A completed Substantive Change Cover Sheet [[PDF](#)].
2. If multiple sites are proposed in a consolidated prospectus (see qualifying criteria), address each site separately, viz., the description of the physical resources and a Faculty Roster Form separated by site.
3. Site name (must be unique, i.e., it cannot be the same as an institution's existing site).
4. The physical address or location of the site (i.e., no post office box numbers only).
5. The intended implementation date.
6. Indicate if the site will be a branch campus.
7. If the site will be a branch campus, demonstrate the site will meet each of the following criteria:
 - a. The site is geographically apart from an institution's main campus.
 - b. Instruction is delivered at the site.
 - c. The site is permanent.
 - d. The site offers courses in educational programs leading to a degree, diploma, certificate, or other for-credit credential.
 - e. The site has its own faculty and administrative or supervisory organization.
 - f. The site has its own budgetary and hiring authority.

For the institutional level review –

8. The institution must demonstrate, at an institutional level, the capacity to effectively oversee and provide ongoing support for off-campus instructional sites / additional locations (including branch campuses, as applicable), by the following:
 - a. Demonstrating how the institution will have administrative oversight of off-campus instructional sites / additional locations that ensures academic control of all off-campus instructional sites.
 - b. Demonstrating how the institution will have academic assessment and evaluation processes that include the regular and robust assessment and evaluation of each of the institution's off-campus instructional sites / additional locations.
 - c. Demonstrating how the institution will engage in ongoing and thorough long-range planning processes for expansion of instructional and other services to off-campus instructional sites / additional locations.
 - d. Demonstrating financial resources and financial stability by submitting for review the institution's two most recent financial statement audits.

Note: As part of the extensive review, the SACSCOC Board of Trustees will review the institution's audits and SACSCOC financial responsibility score based on financial data submitted by the institution as part of its annual financial profile. If it is not satisfied with the institution's financial stability, the SACSCOC Board of Trustee may deny approval.

For the site-specific review –

9. Provide Common Content A – Background and Context, relative to the proposed change.
10. Describe the educational program(s) to be offered at the site. If a program to be offered at the site is a new program requiring approval, also provide the prospectus information for New Program – Approval.
11. Provide documentation of approval to operate in the state where the site is located if the site is outside of the state of the institution’s main campus (in addition to the state approval evidence in Common Content A).
12. Provide the course schedule and course descriptions to be taught during the first year of operation; do not provide syllabi.
13. Provide Common Content B – Faculty Qualifications, relative to the proposed change. All courses to be taught during the first year of operation must be assigned to at least one faculty member on the Faculty Roster [[Faculty Roster Form](#)].
14. Provide Common Content C – Resources, relative to the proposed change.
15. Provide Common Content D – Institutional Evaluation and Assessment Processes, relative to the proposed change.

Off-campus Instructional Site Approval (including branch campus) by Limited Review

1. A completed Substantive Change Cover Sheet [[PDF](#)].
2. If multiple sites are proposed in a consolidated prospectus (see qualifying criteria), address each site separately, viz., the description of the physical resources and a Faculty Roster Form separated by site.
3. Site name (must be unique, i.e., it cannot be the same as an institution’s existing site).
4. The physical address or location of the site (i.e., no post office box numbers only).
5. The intended implementation date.
6. Indicate if the site will be a branch campus.
7. If the site will be a branch campus, demonstrate the site will meet each of the following criteria:
 - a. The site is geographically apart from an institution’s main campus.
 - b. Instruction is delivered at the site.
 - c. The site is permanent.
 - d. The site offers courses in educational programs leading to a degree, diploma, certificate, or other for-credit credential.
 - e. The site has its own faculty and administrative or supervisory organization.
 - f. The site has its own budgetary and hiring authority.
8. Provide Common Content A – Background and Context, relative to the proposed change.
9. Describe the educational program(s) to be offered at the site. If a program to be offered at the site is a new program requiring approval, also provide the prospectus information for New Program – Approval.
10. Provide documentation of approval to operate in the state where the site is located if the site is outside of the state of the institution’s main campus (in addition to the state approval evidence in Common Content A).

11. Provide the course schedule and course descriptions to be taught during the first year of operation; do not provide syllabi.
12. Provide Common Content B – Faculty Qualifications, relative to the proposed change. All courses to be taught during the first year of operation must be assigned to at least one faculty member on the Faculty Roster [[Faculty Roster Form](#)].
13. Provide Common Content C – Resources, relative to the proposed change.
14. Provide Common Content D – Institutional Evaluation and Assessment Processes, relative to the proposed change.

Excerpted from *SACSCOC Substantive Change Policy and Procedures*, Revised March 2022
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>