

**ATTACHMENT A**  
**Requirements for Reporting Substantive Change\***

Type of Change	Prior Notification Required	Timeframe for Contacting SACSCOC	Prior Approval Required	Documentation
Initiating a coursework or programs at a different level than currently approved	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> )	Yes	6 months	Yes	Prospectus
Initiating a branch campus	Yes	6 months	Yes	Prospectus
<b>Initiating a certificate program at employer's request and on short notice:</b>				
using existing approved courses	NA	NA	NA	NA
at a new off-campus site (previously approved program)	NA	NA	Yes	Modified Prospectus
that is a significant departure from previously approved programs	Yes	Approval required prior to implementation	Yes	Modified Prospectus
<b>Initiating other certificate programs</b>				
using existing approved courses	NA	NA	NA	NA
at a new off-campus site (previously approved program)	NA	NA	Yes	Prospectus
that is a significant departure from previously approved programs	Yes	6 months	Yes	Prospectus
Altering significantly the educational mission of the institution	NA	NA	Yes	Contact TTUHSC SACSCOC Liaison

\*Refer to the policy statement, [Substantive Change for SACSCOC Accredited Institutions](#), for additional information.

Type of Change	Prior Notification Required	Timeframe for Contacting SACSCOC	Prior Approval Required	Documentation
<b>Initiating joint or dual degrees with another institution:</b>				
Joint Programs:				
with another SACSCOC accredited institution	Yes	Prior to implementation	NA	Copy of signed agreement and contact information for each institution
with an institution not accredited by SACSCOC	Yes	6 months	Yes	Prospectus
Dual Programs				
	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
<b>Initiating off-campus sites:</b>				
Student can obtain 50% or more credits toward program	NA	NA	Yes	Prospectus
Student can obtain 25-49% of credit	Yes	Prior to implementation	NA	Letter of notification
Student can obtain 24% or less	NA	NA	NA	NA
<b>Expanding program offerings at previously approved off-campus sites</b>				
Adding programs that are significantly different from current programs <u>at the site</u>	NA	NA	NA	NA
Adding programs that are NOT significantly different from current programs <u>at the site</u>	NA	NA	NA	NA

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Type of Change	Prior Notification Required	Timeframe for Contacting SACSCOC	Prior Approval Required	Documentation
<b>Initiating distance learning:</b>				
Offering 50% or more of a program for <u>the first time</u>	NA	NA	Yes	Prospectus
Offering 25-49%	Yes	Prior to implementation	No	Letter of notification
Offering 24% or less	NA	NA	NA	NA
Initiating programs or courses offered through contractual agreement or consortium	Yes	Prior to implementation	NA	Letter of notification and copy of signed agreement
<b>Entering into a contract with an entity not certified to participate in USDOE Title IV programs</b>				
If the entity provides 25% or more of an educational program offered by the COC accredited institution	NA	NA	Yes	Prospectus
If the entity provides less than 25% of an educational program offered by the COC accredited institution	Yes	Prior to Implementation	NA	Copy of the signed agreement
Initiating a merger/consolidation with another institution	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Changing governance, ownership, control, or legal status of an institution	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15
Relocating a main or branch campus	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	Yes	Prior to implementation	NA	Letter of notification with new address and starting date
Changing from clock hours to credit hours	NA	NA	Yes	Justify reasons for change, indicate

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				calculation of equivalency, and other pertinent information
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Altering significantly the length of a program	NA	NA	Yes	Prospectus
Initiating degree completion programs	NA	NA	Yes	Prospectus
<b>Closing a program, approved off-campus site, branch campus, or institution</b>				
Institution to teach out its own students	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)	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	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	Yes	6 months	Yes	Prospectus

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