

SACSCOC Substantive Change Procedures
St. Philip's College

Expanding at Current Degree Level			
Type of Change	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Significant departure from current programs	Yes	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
NOT a significant departure from current programs	N/A	N/A	None

¹A significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum.

To determine if a new program is a "significant departure," it is helpful to ask:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses will be required?
- Will a significant number of new faculty members will be required?
- Will significant additional library/learning resources be needed?

³In the event the approval letter from SACSCOC has not been received and the department needs to advertise a program and recruit students, state "pending approval by the SACS Commission on Colleges" in print or web information.

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SPC Procedure for Expanding at Current Degree Level

Action	Responsibility	Timeline
Researched & documented current job market	Chair to Dean	9 months prior to implementation
Recent evidence of both short-and long-term student demand for program	Chair to Dean	9 months prior to implementation
Enrollment projections that reflect financial self-sufficiency	Chair to Dean	9 months prior to implementation
Basic & career skills integrated in curriculum	Chair to Dean	9 months prior to implementation
Enrollment management plan	Chair to Dean	9 months prior to implementation
Process to establish articulation agreements with secondary and/or senior institutions	Chair to Dean	9 months prior to implementation
Consult with SACSCOC liaison to determine substantive change level and consistency according to rules	Chair to Accreditation Liaison	8 months prior to implementation
Letter of Notification to SACSCOC	Accreditation Liaison	7 months prior to implementation
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
If required, submit prospectus to SACSCOC	Chair & Accreditation Liaison	7 months prior to implementation
Place on Board agenda	Dean	
Board of Trustee approval		
Higher Ed Regional Council Notice		
30-day comment period at THECB		
Approved		
Added to eCat/student database	Enrollment Management	Prior to implementation