

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

Initiating a Certificate Program

Type of Change	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
...that is a significant departure ¹ from previously approved programs from previously approved programs at employer's request and on short notice	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
...at a new off-campus site (previously approved program) at employer's request and on short notice ³	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
...using existing approved courses/location ²	N/A	N/A	None

¹ A 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?

² A certificate program that consists of courses taken from the approved curriculum does not need to be reported separately

³ In 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 Initiating a certificate program....typically for workforce development

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