

SACSCOC Substantive Change Procedures
St. Philip's College

Method of Delivery

Type of Change	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Initiating a program via distance learning that presents a significant departure* from approved programs offered at/through the institution	Yes	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding distance learning by offering 50% or more of a previously approved program	Yes	N/A	Coversheet Notification Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

* Once approved, institutions may add previously approved programs by submitting a notification. Approval is only required when initiating distance learning by offering 50% or more of the first program for the first time or for institutions on substantive change restriction. **Note:** St. Philip's College is approved to offer 50% or more of a program via distance learning

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?