Substantive Change Prospectus: Submission and Required Components

How to Submit the Prospectus

Each submission must include the following in the order listed:

1. Transmittal letter signed by an institutional representative which briefly explains the submission
2. "[Cover Sheet for Submission of Substantive Changes Requiring Approval](#)" form (available on the Substantive Change webpage at http://www.sacscoc.org/SubstantiveChange.asp).
3. Name, telephone number, and email address of the person who may be contacted concerning questions about the prospectus.
4. A list of degrees and majors which the institution is authorized to grant (photocopy from the catalog is acceptable)
5. A list of existing **approved** off-campus sites and their addresses. **Note:** an approved site is one for which a prospectus has been submitted and which SACSCOC has approved to offer 50% or more of a program. A site where 25-49% of a program is offered is not considered to be an "approved" site; it is a site for which only notification has been accepted by SACSCOC.
6. Prospectus (should be **no longer than 25 pages** plus appendices)

- **Submit only one** copy of the above materials to the President of SACSCOC at the address listed on the Cover Sheet.
- Submit the **Transmittal Letter and Cover Sheet** in hard copy (paper).
- Submit the body of the prospectus itself in hard copy (paper), flash drive, CD or DVD.

Documents will not be accepted via e-mail.

Special Note: SACSCOC will accept documentation submitted for approval to a system office or to a state coordinating or governing board, provided such documentation includes all the information required in a prospectus as listed below. **However**, the submission must include the completed Cover Sheet and Transmittal Letter and **must contain an index** correlating the documentation submitted to another entity with the corresponding information required in a prospectus.

Submissions lacking a clear, easily used index will not be accepted and will be returned to the institution without review. Faculty qualifications must be documented using the **Faculty Roster Form**, utilizing the Faculty Roster instructions. Curriculum vitae submitted in lieu of a faculty roster will not be accepted and will result in the submission being returned to the institution without review.

Required Components

1. **ABSTRACT** (limit to one page or less)

Describe the proposed change; list the initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); instructional delivery methods and, if the change involves the initiation of an off-campus site, its complete physical address, as well as institutional strengths to facilitate the change.

2. **DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE CHANGE**

Describe how the change is consistent with the mission and goals of the institution; description of rationale and need for the program to include how the institution determined need; evidence of legal authority for the change if approval is required by the governing board or the state; documentation that faculty and appropriate other groups were involved in planning for and approval(s) of the change.

3. **REQUIRED INFORMATION FOR THE SPECIFIC SUBSTANTIVE CHANGE**

(SELECT THE CHANGE RELEVANT TO THE PROSPECTUS AND PROVIDE ALL INFORMATION REQUIRED FOR THAT PARTICULAR CHANGE)

*Provide a description of the proposed change, identifying the type of change (i.e., **new program, new off-campus site/branch campus, initiating degree completion program/s**) and including the schedule of proposed course offerings, curriculum, and specific outcomes/learning objectives of the program. In the case of a change involving the initiation of a branch campus, an off-site program, indicate the educational program(s) to be offered. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered. SACSCOC Substantive Change Policy Appendix B provides a detailed list of required components.*

4. **FACULTY QUALIFICATIONS**

Provide a complete roster (using the Faculty Roster (Faculty Roster Instructions) of those faculty employed to teach at the new site/branch campus or in the new program(s), including a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty.

5. LIBRARY AND LEARNING RESOURCES

Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.).

6. STUDENT SUPPORT SERVICES

Describe specific programs, services, and activities which will support students enrolled in the new program and/or enrolled at a new off-campus site and/or enrolled in distance education programs. Do not list student support services which are not relevant to the specific change.

7. PHYSICAL RESOURCES

Describe the adequacy of physical facilities which will support the change, equipment which will be available for a new program or available at a new site, and the impact that the proposed change will have on physical facilities and equipment for existing programs and services.

8. FINANCIAL SUPPORT

*Provide a business plan that includes all of the following **(NOTE: This applies to ALL submissions***
- *a description of financial resources available to support the proposed change, **including a budget** for the first year of the proposed change **(a three-year budget is required for a new branch campus)**. Do not send a copy of the entire institutional budget.*
- *projected revenues and expenditures and cash flow for the proposed change*
- *the amount of resources going to institutions or organizations for contractual or support services for the proposed change*
- *the operational, management, and physical resources available for the change.*

Provide contingency plans in the event that required resources do not materialize.

The institution must disclose if it is currently on reimbursement for Title IV funding.

Institutions currently on sanction with SACSCOC for financial reasons must provide a copy of the audit for the most recently completed fiscal year.

9. DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE

Provide a brief description of institutional assessment processes, and describe how the institution will incorporate the change (program, site, distance education or other change) into the institution-wide review and assessment processes.

10. **APPENDICES**

Provide a complete roster (using the <u>Faculty Roster</u> (<u>Faculty Roster Instructions</u>) of those faculty employed to teach at the new site/branch campus or in the new program(s), including a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

Excerpted/summarized from SACSCOC Substantive Change Policy, revised June 2018