

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

Initiating a Certificate Program				
Type of Change	SACSCOC Procedure	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
...that is a significant departure <sup>1</sup> from previously approved programs from previously approved programs at employer's request and on short notice	1	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 <sup>3</sup>	1	No	Yes	Cover Sheet Modified Prospectus Contact Commission Staff
...using existing approved courses/location <sup>2</sup>	N/A	N/A	N/A	None

**<sup>1</sup> 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?

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

<sup>3</sup> 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.

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

SPC Procedure for Initiating a certificate program....typically for workforce development

<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>
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
<b>Consult with SACS liaison to determine substantive change level and consistency according to rules</b>	<b>Chair to Accreditation Liaison</b>	<b>8 months prior to implementation</b>
<b>Letter of Notification to SACSCOC</b>	<b>Accreditation Liaison</b>	<b>6 months prior to implementation</b>
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
<b>If required, submit prospectus to SACSCOC</b>	<b>Chair &amp; Accreditation Liaison</b>	<b>3 months prior to implementation</b>
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