

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

Course and Programmatic Changes				
Type of Change	SACSCOC Procedure	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Altering significantly* the length of a program	1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating programs/courses offered through contractual agreement or consortium	2	Yes	No	Letter of notification and copy of signed agreement
Initiating degree completion programs	1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Changing from clock hours to credit hours	1	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information

*Significant changes in program length are those with noticeable impact on the program's completion time (e.g. increasing a baccalaureate degree from 124 hours to 150 hours).

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SPC Procedure for Course and Programmatic Change

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 SACS 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	6 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	3 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