

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

**Some Uncommon Substantive Changes (not all-inclusive)**

Type of Change	SACSCOC Procedure	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Initiating coursework or programs at a different level than currently approved	1	No	Yes	Application for Level Change Due dates: March 15 (for June review) September 1 (for December review)
Initiating dual or joint degree with at least one institution not accredited by SACSCOC	See SACSCOC Policy "Agreements Involving Joint and Dual Academic Awards	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Altering significantly the educational mission of the institution	1	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a merger/consolidation with another institution	See SACSCOC Policy: "Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status	Yes: December 15 (for June review); June 1 (for December review)	Yes	Cover Sheet Institutional Summary Form Prospectus (Appendix in Merger/Consolidation policy) Due dates: March 15 (for June review); September 1 (for December review)
Initiating a branch campus	1	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation