

SACSCOC Substantive Change Quick Reference Guide

Submission Deadlines

- **January 1:** Changes to be implemented July 1 – December 31 of the same year
- **July 1:** Changes to be implemented January 1 – June 30 of the following year

New Program: The percentage of new curriculum that will make up the new program determines whether the institution needs to notify SACSCOC or seek approval. Existing curriculum that is repackaged into new courses do not count towards this percentage.

Percentage of New Curriculum	Requirement
0 - 24%	No action required for SACSCOC
25 - 49%	Notification to SACSCOC
50% or more	SACSCOC Approval

New Delivery Method for Existing Program: Offering a face-to-face option for an online program. Offering an online option for a face-to-face program.

Percentage of the Program Offered by the New Delivery Method	Requirement
0 - 49%	No action required for SACSCOC
50% or more	Notification to SACSCOC

Closing a Program or Delivery Method: Closing out a program or delivery method requires the submission of a teach-out plan for SACSCOC review and approval.

Competency-based Education (CBE): These CBE requirements for SACSCOC apply to both new and existing programs.

- **CBE by Course/Credit-based Approach**

Percentage Offered by Course/Credit-based Approach	Requirement
0 - 49%	No action required for SACSCOC
50% or more	SACSCOC Approval

- **CBE by Direct Assessment**

Percentage Offered by Direct Assessment Approach	Requirement(s)
25 - 49%	Notification to SACSCOC
50% or more	Committee Visit SACSCOC Approval

Questions regarding SACSCOC Substantive Change?
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Email: bryan.baker@tamucc.edu

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Program Length Change: Increasing or decreasing the length of a program **requires SACSCOC approval** if:

- the credit hours (or equivalent measure) increase or decrease by 25% or more and
- the expected time for students to complete the program increases or decreases by more than one term.

Cooperative Academic Arrangements

- **with Title IV Entity(ies):** Delivering a program through a cooperative academic arrangement with a Title IV entity (or entities) **requires notification to SACSCOC if:**
 - 50% or more of the program is offered through the arrangement or
 - the institution could not deliver the program without the arrangement
- **with non-Title IV Entity(ies)**

Percentage of the Program Offered through the Arrangement	Requirement
Less than 25%	Notification to SACSCOC
25 - 50%	SACSCOC Approval
It is against Federal Regulation for a non-Title IV entity to deliver more than 50% of a program's content.	

Correspondence Education: SACSCOC approval required.

Dual Academic Award: Notification to SACSCOC required.

Joint Academic Award

- **with SACSCOC Institution(s) or Entity(ies):** Notification to SACSCOC required.
- **with non-SACSCOC Institution(s) or Entity(ies):** SACSCOC approval required.

Program Designed for Prior Learning: Notification to SACSCOC required.

Clock-Credit Hour Conversion: SACSCOC approval required.

Program Re-open

Time Since Program was Closed	Requirement
0 - 5 Years	Notification to SACSCOC
More than 5 Years	Follow requirements for New Program

Off-Campus Instructional Site (OCIS)

Percentage of the Program Offered at the OCIS	Requirement
25 - 49%	Notification to SACSCOC
50% or more	Committee Visit SACSCOC Approval

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