



Substantive Changes for Expanding Programs or Sites

Program	Guidelines for Documenting the Changes for SACSCOC	Site/Location
Approved Program (A/D/C)	<ul style="list-style-type: none"> If not significantly different from program offerings at that site: No Letter If significantly different from program offerings at that site: Letter Only 	<ul style="list-style-type: none"> Approved
	<ul style="list-style-type: none"> If significantly different from program offerings at that site: Letter Only If student can earn more than 50% of credits for a credential: Prospectus* If student can earn 25---49% of credits for a credential: Letter Only If student can less than 25% of credits for a credential: No Notification 	<ul style="list-style-type: none"> New, including campus and off--- campus sites <p><i>*If the program is already offered at 3 or more approved sites, a modified prospectus (shorter version) is used</i></p>
New Program (A/D/C)	<ul style="list-style-type: none"> If new program repackages existing coursework: No Letter If it is a “significant departure” from existing program offerings: Prospectus 	<ul style="list-style-type: none"> Approved
	<ul style="list-style-type: none"> If new program adds courses that are not significant departure <ul style="list-style-type: none"> If similar to programs <u>at the site</u>: No Letter If different from programs <u>at the site</u>: Letter Only 	<ul style="list-style-type: none"> For existing off--- campus sites
New Certificate <ul style="list-style-type: none"> Only if it is at employer request with short notice 	<ul style="list-style-type: none"> If new certificate repackages existing coursework: No Letter If it is a “significant departure” from existing courses: Modified Prospectus If new certificate adds courses that are not significant departure <ul style="list-style-type: none"> If similar to programs <u>at the site</u>: No Letter If different from programs <u>at the site</u>: Letter Only 	<ul style="list-style-type: none"> Approved
Approved Certificate <ul style="list-style-type: none"> Employer request/ short notice Under Normal Conditions 	<ul style="list-style-type: none"> Modified Prospectus Prospectus 	<ul style="list-style-type: none"> New
New Program (A/D/C)	<ul style="list-style-type: none"> Usually, separate Prospectus submissions for program and for site 	<ul style="list-style-type: none"> New

**If the program is already offered at 3 or more approved sites, a modified prospectus (shorter version) is used*



Closing or Moving a Program or Site at one Institution or Between Institutions

Program	Guidelines for Documenting the Changes for SACSCOC	Site/Location
Ending Program	<ul style="list-style-type: none"> • If SCC teaches out the students <ul style="list-style-type: none"> • Notify immediately • Letter with teachout plan and prior approval • If other institution teaches out the students <ul style="list-style-type: none"> • Notify immediately • Letter with teachout agreement and prior approval 	<ul style="list-style-type: none"> • Keeping Site
Keeping Program	<ul style="list-style-type: none"> • For a main campus or branch campus: Prospectus • For an off---campus site (serving the same geographic area): Letter only 	<ul style="list-style-type: none"> • Moving an approved site
Adding programs or sites through teachout	<ul style="list-style-type: none"> • By accepting a program/site through teachout agreement from another institution: Prospectus 	<ul style="list-style-type: none"> • Could acquire a new site from another institution or could move their programs to SCC's existing sites

Expanding Distance Learning as an Instructional Method for Programs

Planned Change	Documentation Required by SACS
Making 50% or more of a credential available through Distance Education for the first time <ul style="list-style-type: none"> • Subsequent programs need advance approval only if they are significantly different from approved program 	Prospectus Letter and advance approval
Offering 25---49% of a program	Letter only
Offering less than 25%	No notification needed

Note: Our Distance Education prospectus was approved many years ago. For additional programs, we need to submit notification before programs move into the 25---49% category or the 50% and above category.