

# Types of Procedure and Substantive Change

Upon receiving information of the intended substantive change, the SACSCOC Liaison will begin monitoring the proposal and remain in communication with the party intending the change. Depending on the nature of the change, different procedures may be required and different due dates may apply. Please note the following due dates:

Table 3.1: Types of Procedure			
Type	Title	Requirement	Due Date
Basic procedures	AB Procedure	For changes requiring <b>both notification and approval</b> by the full <b>Board</b> of Trustees before implementation.	15 March for review in June (of same calendar year); 1 Sept. for review in December (of same calendar year). Change must be implemented after the Board's meeting.
	AE Procedure	For changes requiring <b>both notification and approval</b> by the <b>Executive Council</b> of the Board of Trustees before implementation.	1 January for changes to be implemented 1 July through 31 December (same calendar year); 1 July for changes to be implemented 1 January through 1 June (subsequent calendar year). Change must be implemented after the Council's meeting.
	N Procedure	For changes requiring <b>notification</b> but not approval before implementation.	One business day before implementation.
Supplemental procedures	C Procedure	For <b>closing</b> a program, site, branch campus, or the institution.	As AE Procedure. Additional document (Teach-Out Plan) normally required; see Appendix A of <a href="#">Substantive Change Policy and Procedures</a> .
	G Procedure	For <b>governance</b> changes including change of ownership, governance, or control, or change in legal	As AB Procedure. <a href="#">Additional form</a> normally required.

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Notes:

1. In general, the main differences between procedures and changes determine the corresponding due-dates, forms involved, and whether a fee is required.
2. These procedures are not all mutually exclusive. *Every* substantive change falls into the category of requiring AB, AE, *or* (exclusive) N Procedure; and *some* substantive changes also fall into the category of requiring C *or* (exclusive) G Procedure.
3. The *correspondence* between AB, AE, or N procedures and C or G Procedures is based on the *current* (2019) [Substantive Change Policy and Procedures](#) requirements; always consult the latest edition of that document before initiating a substantive change.
4. “Due Date” refers to the point at which all necessary documents must have been submitted to SACSCOC.

To determine which procedure(s) a particular substantive change requires, for **institutional changes**, see pp. 12-24 of [Substantive Change Policy and Procedures](#); for **program changes**, see pp. 25-41; and for **off-campus instructional site or additional location changes**, see pp. 42-52. The following table is a *summary* and is not intended to replace up-to-date information from [SACSCOC](#).

Table 3.2: Substantive-Change Summaries				
Level	Title	<a href="#">Page</a>	Procedures	Fee?
Institutional	Change in Measure of Student Progress to Completion	12	AE	Yes
	Competency-based Education by Course/Credit-based Approach – Institutional-level Approval	13	AE	Yes
	Distance Education – Institutional-level Approval	14	AE	Yes
	Governance Change	15	AB+G	Yes
	Institution Closure	16	AE+C	No
	Institution Relocation	17	AE	Yes
	Institution, Program, or Location Acquisition	17	AB+G	Yes
	Institutional Contingency Teach-out Plan	18	AE+C	No
	Level Change	19	AB	Yes

	Merger/Consolidation	22	AB+G	Yes
	Mission Change	23	AE	Yes
	Ownership, Means of Control, or Legal Status Change	24	AB+G	Yes
Program	Clock-Credit Hour Conversion	25	AE	No
	Competency-based Education by Direct Assessment – Approval	26	AB	Yes
	Competency-based Education by Direct Assessment – Notification	26	N	No
	Cooperative Academic Arrangements Definitions and Guidelines	27	Varies	Varies
	Cooperative Academic Arrangement with Title IV Entities	29	N	No
	Cooperative Academic Arrangement with Non-Title IV Entities – Approval	30	AE	Yes
	Cooperative Academic Arrangement with Non-Title IV Entities – Notification	30	N	No
	Correspondence Education	32	AE	Yes
	Dual Academic Award	32	N	No
	Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)	33	AE	Yes
	Joint Academic Award with SACSCOC Institution(s)	34	N	No
	Method of Delivery – Approval	34	AE	No
	Method of Delivery – Notification	35	N	No
	New Program – Approval	36	AE	Yes
	New Program – Notification	37	N	No
Program Closure	38	AE+C	No	
Program Designed for Prior Learning –	38	AE	Yes	

	Approval			
	Program Designed for Prior Learning – Notification	39	N	No
	Program Length Change	40	AE	Yes
	Program Re-open	41	N	No
Off-campus Instructional Site or Additional Location Changes	Off-campus Instructional Site Notification	43	N	No
	Off-campus Instructional Site Approval (including branch campus)	44	Varies	Varies
	Off-campus Instructional Site Relocation	48	Varies	Varies
	Off-campus Instructional Site Name or Address Change	49	N	No
	Off-campus Instructional Site Closure	50	AE+C	No
	Off-campus Instructional Site Re-open	51	N	No

Reminder: The preceding table is intended to be a summary of SACSCOC policy, but always consult up-to-date [documentation](#) to verify the requirements.