

Attachment A "Reporting the Various Types of Substantive Change"

Type of change	Description	Approval or notification	Requires	Implementation	Inform Liaison	SACSCOC Deadlines
Program Changes: Clock-Credit Hour Conversion	Changing a program's progress to completion measure from clock hours to credit hours or from credit hours to clock hours.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Competency-based Education by Direct Assessment	50% or more of the program may be earned through the direct-assessment approach to competency-based education. A new direct assessment program is also subject to determination of significant departure.	Approval by full Board of Trustees; a site visit is required.	Prospectus using the outline provided in SACSCOC Direct Assessment Competency-based Educational Programs policy	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	25-49% of the program may be earned through the direct-assessment approach to competency-based education. A new direct assessment program is also subject to determination of significant departure.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Cooperative Academic Arrangement (see also Standard 10.9 Cooperative academic arrangements)	Agreement with entity(ies) to deliver program content recorded on the institution's transcript as its own if 50% or more of program is offered or program is dependent on the arrangement.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	An agreement with entity(ies) not certified to participated in US DoE Title IV programs to deliver 25-49% of program content recorded on the institution's transcript as its own.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	An agreement with entity(ies) not certified to participated in US DoE Title IV programs to less than 25% of program content recorded on the institution's transcript as its own.	Notification	Substantive change cover sheet and notification letter per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Correspondence Education (see also SACSCOC Distance and Correspondence Education policy)	Institution provides instructional materials and examination by mail or electronic transmission to students who are separated from the instructor.	Approval by Executive Council	See distance education notification and approval requirements.	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Dual Academic Award (see also SACSCOC Agreements Involving Joint and Dual Academic Awards policy)	Student receives instruction at two or more institutions in prescribed curricula leading to each institution granting academic awards at the same credential level.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Joint Academic Award (see also SACSCOC Agreements Involving Joint and Dual Academic Awards policy)	Student receives instruction at two or more institutions where at least one is a non-SACSCOC institution or entity, in prescribed curricula leading to a single academic award signed by each participating institution.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	Student receives instruction at two or more SACSCOC institutions in a prescribed curriculum leading to a single academic award signed by each participating institution.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Method of Delivery	Adding a method of instructional delivery (competency-based education; distance education; face-to-face instruction) to an existing program. May require approval as a separate substantive change for each delivery method.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
		Approval by Executive Council required <i>only</i> for institutions on <i>Substantive Change Restriction</i> .	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: New Program (Significant Departure)	A new program with 50-100% new content is a significant departure. Applies equally to a degree, diploma, certificate or other for-credit credential. Determination of percentage of new content is made by the institution, not SACSCOC.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	A new program with 25-49% new content is a significant departure. Applies equally to a degree, diploma, certificate or other for-credit credential. Determination of percentage of new content is made by the institution, not SACSCOC.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Program Closure	Program closed to admission or entry (not cessation of instruction); requires a teach-out plan. Includes ending a program at all locations or by all methods of delivery as well as at a location or by a method of delivery.	Approval by Executive Council	Teach-out plan using the outline provided in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1

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Type of change	Description	Approval or notification	Requires	Implementation	Inform Liaison	SACSCOC Deadlines
Program Changes: Program Designed for Prior Learning (see also Standard 10.7 Policies for awarding credit)	Initiating a program requiring students to possess prior learning as a condition of admission. A new program designed for prior learning is subject to notification or approval as a new program.	Approval by Executive Council required for institutions on Substantive Change Restriction only.	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
		Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Program Length Change	A change in program length, increase or decrease, by 25% or more or of expected time to completion and by more than one term or its equivalent. Applies equally to a degree, diploma, certificate or other for-credit credential.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Program Changes: Program Re-open	A closed program may re-open within five years of the closure date. If more than five years have elapsed, the program is subject to new program notification or approval.	Notification	Notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Notification	An off-campus site at which 25-49% of a program's instruction is delivered.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Approval (includes branch campus)	An off-campus instructional site at which 50% or more of a program's instruction is delivered.	Approval by Extensive Review by the Board of Trustees; site visit may be required or approval based on inclusion and review at reaffirmation.	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures for Approval by Extensive Review	January-June July-December	June 15 of preceding year January 1	September 1 of preceding year March 15
		Approval by Limited Review by the Executive Council; site visit may be required.	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Relocation	Non-Branch Campus: Moving instruction to a new location geographically separate from (non-contiguous) to current location.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	Branch Campus: Moving instruction to a new location geographically separate from (non-contiguous) to current location.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Name or Address Change	Changing the name or address of an off-campus instructional site.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Closure	Closing a notified or approved off-campus instructional site as of the date an institution stops admitting students to the site (not date of last instruction). See also Program Closure.	Approval by Executive Council	Teach-out plan using the outline provided in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Off-campus Instructional Site Re-open	An off-campus site previously approved for closure may be re-opened within five years of the closure date. If more than five years have elapsed, the site is subject to new program notification or approval.	Notification	Substantive change cover sheet and notification materials per SACSCOC instructions	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Change in Measure of Student Progress to Completion (Institution-wide)	A change in the way an institution measures students' progress to completion, including changes from or to semester, trimester, or quarter academic calendars; time-based or non-time based (i.e. competency-based) measures; clock hour-based or credit hour-based measures.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1

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Institutional Change: Competency-based Education by Course/Credit-based Approach-- Institutional-level Approval	An institution's first program in which 50% or more of the program April be earned by the course/credit-based approach to Competency-based Education. Approval is both for the program and for the institution to offer additional course/credit-based CBE programs, subject to new program notification or approval.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Distance Education (Note: MTSU was approved for Distance Education in 2003.)	A method of delivery in which the majority of instruction occurs when students and instructors are not in the same location. Includes both synchronous and asynchronous instruction. After approval of the first distance education program, additional programs in which 50% or more is earned through distance education are subject to new program and method of delivery notification or approval.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Governance Change	A change in governance April includes significantly altering governing board bylaws, the board's scope of authority or responsibility, the number of board members, or how board members are selected. See Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	Notification and Approval by Board of Trustees; a committee visit is required.	Notification materials per SACSCOC instructions. A prospectus using the outline provided in Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	January-June July-December	At least 8 months prior to the Board of Trustees meeting at which the prospectus will be reviewed	Notification at least 6 months prior to SACSCOC Board of Trustees meeting at which the prospectus will be reviewed Prospectus deadlines September 1 for December Board of Trustees meeting March 15 for June Board of Trustees meeting
Institutional Change: Institution Closure	An institution ends all instruction.	Approval by Executive Council	Institutional teach-out plan using the outline provided in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Institution Relocation	An institutional plan for relocation with timeline to ensure continuous operation, that instruction and student support services are not materially interrupted or hindered, and assurance of adequate financial resources and planning.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Institution, Program, or Location Acquisition	Acquisition of an institution, program, or instructional location from another institution or entity. See Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	Notification and Approval by Board of Trustees; a site visit is required.	Notification materials per SACSCOC instructions. A prospectus using the outline provided in Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	January-June July-December	At least 8 months prior to the Board of Trustees meeting at which the prospectus will be reviewed	Notification at least 6 months prior to SACSCOC Board of Trustees meeting at which the prospectus will be reviewed Prospectus deadlines September 1 for December Board of Trustees meeting March 15 for June Board of Trustees meeting
Institutional Change: Institutional Contingency Teach-out Plan	An institutional contingency teach-out plan must be approved if any of the following occur: the institution is placed on probation by SACSCOC; SACSCOC acts to end the institution's accreditation; the institution's state authorization is revoked; the institution is on provisional certification for federal financial aid by US Department of Education (US DoE); the institution is on reimbursement for federal financial aid by US DoE; or the institution is the subject of emergency action by US DoE.	Approval by Executive Council	Institutional teach-out plan using the outline provided in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
Institutional Change: Level Change	Initiating coursework or a program (certificate, diploma, degree, etc.) at a different level than previously approved or authorized by SACSCOC. See Seeking Accreditation at a Higher or Lower Degree Level policy.	Approval by Board of Trustees; a site visit is required.	A level change application using the outline provided in Seeking Accreditation at a Higher or Lower Degree Level policy.	January-June July-December	June 15 of preceding year January 1 of implementation year	September 1 of preceding year March 15

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Note: MTSU is approved by SACSCOC to offer Associate's, Baccalaureate, Master's, Education Specialist, and Doctoral Degrees	Exception: embedded associate degree that is not a significant departure.	Approval by Executive Council	A level change application using the outline provided in Seeking Accreditation at a Higher or Lower Degree Level policy.	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
	Exception: embedded associate degree that is a significant departure	Approval by Board of Trustees	A level change application using the outline provided in Seeking Accreditation at a Higher or Lower Degree Level policy.	January-June July-December	June 15 of preceding year January 1 of implementation year	September 1 of preceding year March 15
	Exception: embedded Specialist degree	Approval by Executive Council	A level change application using the outline provided in Seeking Accreditation at a Higher or Lower Degree Level policy.	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1

Institutional Change: Merger/Consolidation	Merger or consolidation of a SACSCOC institution with one or more other institutions or entities. See Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	Notification and Approval by Board of Trustees; a site visit is required.	Notification materials per SACSCOC instructions. A prospectus using the outline provided in Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	January-June July-December	At least 8 months prior to the Board of Trustees meeting at which the prospectus will be reviewed	Notification at least 6 months prior to SACSCOC Board of Trustees meeting at which the prospectus will be reviewed Prospectus deadlines September 1 for December Board of Trustees meeting March 15 for June Board of Trustees meeting
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Institutional Change: Mission Change	A significant change in the established mission that fundamentally alters the character of an institution and its portfolio of academic programs or other mission-driven activities.	Approval by Executive Council	Prospectus using the outline in Appendix A of SACSCOC Substantive Change Policy and Procedures	January-June July-December	April 15 of preceding year October 15 of preceding year	July 1 of preceding year January 1
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Institutional Change: Ownership, Means of Control, or Legal Status Change	An institutional change of ownership, change of institutional means of control, or change of institutional legal status. See Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	Notification and Approval by Board of Trustees; a site visit is required.	Notification materials per SACSCOC instructions. A prospectus using the outline provided in Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status policy.	January-June July-December	At least 8 months prior to the Board of Trustees meeting at which the prospectus will be reviewed	Notification at least 6 months prior to SACSCOC Board of Trustees meeting at which the prospectus will be reviewed Prospectus deadlines September 1 for December Board of Trustees meeting March 15 for June Board of Trustees meeting
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