PURPOSE	The purpose of this regulation is to outline the procedures to be followed to monitor, collect, and share information regarding any College District substantive change to ensure timely reporting of any such change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
APPLICABILITY	This regulation applies to all College District employees and departments.
DEFINITIONS	**Directly Responsible Individuals (DRIs):** For the purposes of this regulation, DRIs are particular College District administrators, at the level of Associate Vice President or above, who are charged with ensuring that SACSCOC's Policy on Substantive Change (http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf) and the College District's relevant policies and procedures are followed. Under this regulation, DRIs are also responsible for reviewing and approving substantive change proposals prior to submission to SACSCOC.

Substantive change: As used in this regulation, "substantive change" is a significant modification or expansion of the nature and scope of an accredited institution. For more detail and relevant examples, see (XXXX)

Significant departure: As used in this regulation, "significant departure" with respect to an academic program, is present when the new program in question is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.

The following questions serve as guidance to determine whether a new program represents a "significant departure":
- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses be required?
- Will a significant number of new faculty members be required?
- Will significant additional library/learning resources be needed?

ROLES AND RESPONSIBILITIES	**SACSCOC Accreditation Liaison (AL):** is responsible for ensuring the College District's compliance with all SACSCOC policies. The SACSCOC AL is responsible for notifying SACSCOC of any and all substantive changes in a timely manner.

Vice President of Instruction (VPI): The VPI provides oversight of course offerings by all divisions and ensures that AVPs, Deans and employees in their respective divisions with responsibilities under this regulation are aware of and complying with relevant substantive change reporting requirements.

Associate Vice Presidents (AVP) and Deans: The AVPs and Deans serve as the substantive change contact for their instructional areas. In compliance with substantive change policy and procedure, AVPs and Deans are responsible for keeping the SACSCOC AL informed of course offerings planned for future terms using the Substantive Change Submission/Approval Form (Form)
[See Exhibit]

Program Directors and Department Chairs: Under this regulation, Program Directors and Department Chairs are responsible for keeping the AVPs and Deans informed of course offerings planned for future terms before courses are scheduled.

MANDATORY TRAINING

All individuals who fill roles named in the previous "ROLES AND RESPONSIBILITIES" section of this regulation, and those who function as DRIs under this regulation, shall attend an annual in-person training regarding compliance with this regulation and SACSCOC's Policy on Substantive Change

Any verification and/or testing components of the training shall be strictly implemented and enforced. Compliance with this and other mandatory training initiatives are conditions of continued employment for contracted and at-will employees. Consequences of non-compliance, up to and including termination, are further addressed in DMAA (LOCAL)

PROCEDURES

Different types of substantive changes may require distinct approval/notification requirements, procedures, and reporting timelines prior to implementation.

All individuals responsible for reporting potential substantive changes to the SACSCOC AL shall do so using the Substantive Change Submission/Approval Form and follow the appropriate procedures set forth for each type of substantive change in the following tables.

No substantive change requiring SACSCOC approval or advance notification may be implemented until a letter of approval or an acceptance of notification is received from SACSCOC.

New Degree or Certificate Program: Upon receipt of a Substantive Change Submission/Approval Form regarding a new degree or certificate program, the SACSCOC AL shall determine whether the proposed change represents a significant departure.

If so, the Form shall be forwarded to the appropriate individuals for approval. If duly approved by all requisite DRIs, the SACSCOC AL will guide the respective AVP or Dean to prepare the relevant prospectus. The

SACSCOC AL will send prospectus with accompanying documentation to SACSCOC after SACSCOC AL reviews and approves it.

Once SACSCOC approval is received, the SACSCOC AL will notify the College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI or designee will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 1 sets forth the reporting, procedural, notification, and approval requirements associated with New Degree or Certificate Programs:

Table 1

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating a new degree/certificate using existing approved courses	After THECB approval	No, but SACSCOC acknowledgement is needed if students placed in the program are to be eligible for federal financial aid	VPI and AVPs and/or Deans	Notification Letter
			BOT*** THECB* DOE**	
Initiating a new degree/certificate that is a significant departure from current programs	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VPI and AVPs and/or Deans	Prospectus
			BOT*** THECB DOE	
Initiating a direct assessment competency-based program	By March 15 for implementation planned for 1/1-6/30; by September 1 for implementation planned for 7/1-12/31	Yes	VPI and AVPs and/or Deans	
			THECB	
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	At the discretion of SACSCOC Staff	Yes	VPI and AVPs and/or Deans	
			BOT THECB DOE	
Altering significantly the length of a program.	At the discretion of SACSCOC Staff	Yes	VPI and AVPs and/or Deans	
			THECB DOE	

| Initiating degree completion programs | By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 | Yes | VPI and AVPs and/or Deans | |
| | | | BOT THECB DOE | |

*THECB: The Texas Higher Education Coordinating Board
**DOE: United States Department of Education
***BOT: The College District's Board of Trustees

> **Discontinued Degree or Certificate Program:** Upon submission of a Form regarding a discontinued degree or certificate program, the SACSCOC AL shall collaborate with relevant AVP or Dean to prepare appropriate documentation, as indicated on the Form, including teach-out plan(s) where necessary.
>
> Thereafter, the Form, along with relevant documentation, shall be distributed to the requisite DRIs for approval. Once all approval signatures have been obtained, the SACSCOC AL shall prepare a letter of notification for submission to SACSCOC after AL reviews/approves documentation.
>
> Once SACSCOC approval is received, the SACSCOC AL will notify the College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 2 sets for the reporting, procedural, notification, and approval requirements associated with Discontinued Degree or Certificate Programs.

Table 2

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Closing a program (internal teach-out plan)	Immediately following the decision to close the program	Yes	VPI and AVPs and/or Deans	Description of teach-out plan and letter of notification
			THECB	
			DOE	

Offering Credit at a New Level: The Associate Degree is the highest degree the College District is accredited to award. Awarding a degree at a higher level requires the approval of the THECB.

Upon review of a Form proposing the College District offer credit at a new level and; if approved by the President and Board of Trustees, the SACSCOC AL and relevant AVP or Dean shall draft an application for level change. After review and approval by the SACSCOC AL, the application shall be submitted to SACSCOC in accordance with curricular guidelines only after all requisite DRI approvals have been obtained.

Once SACSCOC approval is received, the SACSCOC AL will notify the College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI or designee will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 3 sets forth the reporting, procedural, notification, and approval requirements associated with **Offering Credit at a New Level:**

Table 3

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual Other Approvals	Documentation
Initiating coursework or programs at a different level than currently approved	By March 15 for implementation planned for 1/1-6/30; by September 1 for implementation planned for 7/1-12/31 in the subsequent year	Yes	VPI and AVPs and/or Deans	Application for level change
			BOT THECB DOE	

New Off-Campus Instructional Sites: When any College District Department anticipates offering credit courses comprising of 50% or more of any previously approved program at any location, the relevant AVP or Dean, shall notify the SACSCOC AL and submit a Form at least seven (7) months prior to the implementation date for reporting, procedural, notification, and approval requirements.

New off-campus instructional sites at which a student earns 25% to 49% of credits toward a program, however, also trigger notification requirements prior to implementation. As such, the relevant AVP or Dean, are required to closely monitor the potential impact of new/proposed off-campus instructional sites.

Once all requisite DRI approvals have been obtained, and in accordance with institutional curricular guidelines, the SACSCOC AL and relevant AVP or Dean shall prepare a prospectus for submission to SACSCOC after AL reviews and approves it.

Once SACSCOC approval is received, the SACSCOC AL will notify College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI or designee will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 4 sets forth the reporting, procedural, notification, and approval requirements associated with **New Off-Campus Instructional Sites**:

Table 4

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual / Other Approvals	Documentation
Initiating off-campus sites where students can obtain 50% or more credits toward any program	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VPI, AVP and Deans / DOE	Prospectus
Initiating off-campus sites where students can obtain 25-49% credits toward any program	Prior to implementation	No	VPI, AVP and Deans / N/A	Notification Letter
Initiating off-campus sites where students can obtain 24% or less of credits towards any program	N/A	No	VPI, AVP and Deans / N/A	N/A

Moving an Instructional Site: After receiving the Form to move an off-campus instructional site, the SACSCOC AL determines if the move is within the current service area or to a new service area. This distinction serves to inform the VPI and the SACSCOC AL with respect to the reporting, procedural, notification, and approval requirements to be assigned on the Form.

1.) If it is determined that the move is considered to be a new service area, the VPI, AVP, and/or relevant Dean will prepare a prospectus and gather appropriate documentation for submission to SACSCOC after review by the SACSCOC AL.

Once SACSCOC approval is received, the SACSCOC AL will notify College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI or designee will update the College District

website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

2.) If it is determined that the move is not to a new service area, the SACSCOC AL will prepare a notification letter for submission to SACSCOC.

Once SACSCOC acknowledgement is received, the SACSCOC AL will notify College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 5 sets forth the reporting, procedural, notification, and approval requirements associated with Moving an Instructional Site:

Table 5

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Moving an off-campus instructional site (within the same campus service area)	Prior to implementation	No	VPI, AVP and Deans	Notification Letter
			BOT	
Moving and off-campus instructional site to a new service area	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VPI, AVP and Deans	Prospectus
			BOT THECB	

Branch Campus: Should the College District pursue the establishment of a new branch campus; a Form must be submitted to the SACSCOC AL so that applicable requirements are articulated.

Once all requisites are obtained, the SACSCOC AL and other potential stakeholders shall prepare a prospectus and associated documentation. The SACSCOC AL will forward documentation to the President for signature and submission to SACSCOC.

Once SACSCOC approval is received, the SACSCOC AL will notify College President, VPI and relevant stakeholders and update the Accreditation Compliance website. The VPI or designee will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 6 sets forth the reporting, procedural, notification, and approval requirements associated with **establishing a Branch Campus:**

Table 6

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Relocating a main or branch campus	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	President and SACSCOC AL	Prospectus
			BOT	
Initiating a branch campus	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	President and SACSCOC AL	Prospectus
			BOT	

Discontinuing Use of a Branch Campus or Off-Campus Instructional Site:
When discontinuing a branch campus or off-campus instructional site because the College District no longer needs to utilize this location, a Form should be submitted to the SACSCOC AL to ensure proper procedural, approval, and other relevant requirements are met.

Once all requisites are met, the SACSCOC AL shall prepare a notification letter for submission to SACSCOC.

Once SACSCOC approval is received, the SACSCOC AL will notify College President, VPI and relevant AVP or Dean and update the Accreditation Compliance website. The VPI or designee will update the College District website and academic catalog and will notify the Financial Aid office, as well as other key or impacted constituents.

Table 7 sets forth the reporting, procedural, notification, and approval requirements associated with **Discontinuing Use of a Branch Campus or Instructional Site:**

Table 7

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Closing an approved site (internal teach-out plan)	Immediately following the decision to close site	Yes	President and SACSCOC AL	Notification Letter and Description of teach-out plan
			BOT	
Closing an off-instructional campus site or branch campus, where TSC plans to teach out its own students	Immediately following the decision to close site	Yes	President and SACSCOC AL	Notification Letter and Description of teach-out plan
			BOT	

Table 8 sets forth the reporting, procedural, notification, and approval requirements associated with **Contractual Agreements and Consortiums:**

Table 8

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating programs or courses offered through contractual agreement or consortium	Prior to implementation	No	VPI and SACSCOC AL N/A	Notification Letter and copy of signed MOU
Initiating a merger or consolidation with another institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1-6/31 implementation	Yes	President and SACSCOC AL BOT THECB	Prospectus and Institutional Summary
Acquiring any program or site from another institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1-6/31 implementation	Yes	President, VPI and SACSCOC AL BOT	Prospectus and Institutional Summary
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1-6/31 implementation	Yes	President, VPI and SACSCOC AL BOT	Prospectus and Institutional Summary
Entering into a contract with an entity not certified to	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-	Yes	President, VPI and SACSCOC AL	Prospectus

participate in USDOE Title IV Programs if the entity provides 25% or more of an educational program offered at TSC	6/31 implementation		BOT DOE	

Change in Governance or Mission: Any proposed change in the College District's governance or mission requires the Board of Trustees approval and the President's signature prior to submission to SACSCOC.

Table 9 sets forth the reporting, procedural, notification, and approval requirements associated with a **Change in Governance or Mission:**

Table 9

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual	Documentation
			Other Approvals	
Changing governance, ownership, control, or legal status of an institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1-6/31 implementation	Yes	President and SACSCOC AL	Prospectus and Institutional Summary
			BOT THECB	
Altering significantly the educational mission of the institution	At the discretion of the SACSCOC staff	Yes	President and SACSCOC AL	Prospectus
			BOT THECB	

Other Collaborative Programs: After obtaining all of the appropriate signatures on the Form, the SACSCOC AL and other key stakeholders shall prepare the prospectus or other appropriate documentation when a prospectus is not required. If the implementation involved Dual Enrollment, the VPI or designee shall assist in the creation of the prospectus and gathering the required documentation. After the SACSCOC reviews documentation, he/she shall obtain the President's signature and then submit the documentation to SACSCOC.

Table 10 sets forth the reporting, procedural, notification, and approval requirements associated with **Other Collaborative Programs:**

Table 10

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation?	Directly Responsible Individual / Other Approvals	Documentation
Initiating a joint or dual degree with another SACSCOC institution	Prior to implementation	No	VPI and SACSCOC AL / THECB DOE	Copy of signed MOU and contact information for each institution
Initiating a joint or dual degree with at least one institution not accredited by SACSCOC	At least 6 months prior to implementation	Yes	VPI and SACSCOC AL / THECB DOE	Copy of signed MOU and contact information for each institution
Initiating a joint or dual degree involving program expansion (significant departure) or initiating a new site where a student can obtain 50% or more credits towards a program	By January 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/31 implementation	Yes	VPI and SACSCOC AL / THECB	Prospectus, copy of the signed agreement, and details according to SACSCOC policy

OFFICE OF RESPONSIBILITY   Office of Institutional Planning, Research and Effectiveness shall be responsible for implementation of this regulation.