

SACSCOC Substantive Change Policy

The purpose of the Substantive Change Policy is to ensure Temple College's compliance with the Southern Association of Colleges and Schools Commission on College's (SACSCOC) Comprehensive standard 3.12.1 for substantive change notification and approval.

Temple College shall notify and provide appropriate documentation to SACSCOC of substantive changes that are significant modifications or expansions in the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Rules for substantive change and the notification procedures are found in *SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES - Policy Statement*, located online at www.sacscoc.org under Substantive Changes.

Responsibility for notifying SACSCOC of substantive changes will reside with the Temple College Accreditation Liaison.

Substantive changes that are a result of program expansion or creation have also been identified as changes requiring the approval of the Curriculum Committee and Texas Higher Education Coordinating Board review. While the Curriculum Committee has historically approved programs of study and courses, this Committee is also responsible for assuring that notification has also been documented. The Accreditation Liaison is an ex-officio member of this Committee; therefore, an action item will be identified to include this task with a report to the committee upon completion.

As an additional validation that SACSCOC notifications are reported on a timely basis, the Executive Cabinet, which includes the executive leadership of Temple College, will biannually review program additions or deletions, new locations, or other changes that could trigger the potential need for a substantive change. The cabinet will also review the substantive change log, maintained by the Temple College Accreditation Liaison. These biannual reviews will occur during the months of September and April. The president will send appropriate notification to SACSCOC in accordance to the time requirements found in the *SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES*.

In addition to the above, Temple College has developed and instituted Table 1: Reporting the Various Types of Substantive Change, which details the work processes and the committee, council, department and/or position that are responsible for the SACSCOC substantive change.

Table 1

Reporting the Various Types of Substantive Change

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
Initiating coursework or programs at a more advanced level than currently approved	<ol style="list-style-type: none"> 1. Coursework approved for Texas 2-year public institutions in either the Workforce (WECM) or Academic (ACGM) education, at the freshman or sophomore level, requires no notification or approval. 2. Coursework and/or programs approved for Texas public institutions of higher education, above the sophomore level, requires prior approval of SACSCOC. The Temple College process for this substantive change includes: <ol style="list-style-type: none"> a. Preliminary proposal to expand beyond the sophomore level of education initiated by appropriate Department and given to Vice President of Education Services (VPES). b. VPES brings proposal to Executive Cabinet (See Definitions and Details). c. Upon tentative approval by Executive Cabinet, department will: <ol style="list-style-type: none"> i. Follow Texas Higher Education Coordinating Board (THECB) rules for development and approval. (Currently, community colleges offering Bachelors' degrees, is being piloted in Texas and specific community colleges have been approved through the legislative process. After successful review by the THECB, rules will be developed and published.) ii. SACSCOC Accreditation Liaison will submit Application for Level Change to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees. <p>Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison.</p>	Due dates of April 15 or September 15
Expanding at current	1. Expansion of current degree levels, approved for Texas public institutions of higher education,	Notify SACSCOC

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
degree level (<i>significant departure from current programs</i>)	<p>requires both prior notification and approval. The Temple College process for this substantive change includes:</p> <ol style="list-style-type: none"> a. Preliminary proposal for expanded degree level initiated by appropriate Department and recommended to VPES. b. VPES brings proposal to Executive Cabinet. c. Upon tentative approval by Executive Cabinet, Department will: <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees. <p>Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison.</p>	at least 6 months prior to anticipated implementation
Initiating a branch campus	<ol style="list-style-type: none"> 1. Initiating a branch campus requires both prior notification and approval. The Temple College process for this substantive change includes: <ol style="list-style-type: none"> a. Preliminary proposal for branch campus initiated by the President and recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. 	Notify SACSCOC at least 6 months prior to anticipated implementation

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<ul style="list-style-type: none"> d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council, if appropriate; Curriculum Committee, if appropriate; President and Board of Trustees. e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison. 	
Initiating joint or dual degrees with another institution.	<ul style="list-style-type: none"> 1. Initiating a joint degree with another institution requires prior notification and approval for programs with an institution not accredited by SACSCOC. The Temple College process for this substantive change includes: <ul style="list-style-type: none"> a. Preliminary proposal for initiating a joint degree with another institution is initiated by appropriate Department of Temple College and recommended to VPES. b. VPES brings proposal to Executive Cabinet. c. Upon tentative approval by Executive Cabinet, department will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval for joint degrees with non-SACSCOC accredited institutions, through Accreditation Liaison, in conjunction with THECB submissions. For joint or dual programs with SACSCOC accreditation, a copy of the signed agreement with contact information will be forwarded to SACSCOC. d. Temple College's internal approval process includes the following order of approval: Advisory Board, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees. e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison. 	Notify SACSCOC at least 6 months for joint programs with non-SACSCOC institutions prior to anticipated implementation. For agreements with SACSCOC institutions, agreements will be sent prior to implementation.
Initiating a certificate program not using existing approved courses	<ul style="list-style-type: none"> 1. Initiating a previously approved certificate program at a new off-campus site requires both prior notification and approval. The Temple College process for this substantive change includes: <ul style="list-style-type: none"> a. Preliminary proposal for initiating a previously approved certificate program at a new off-campus site is initiated by the Appropriate Department of Temple College and recommended to VPES. 	Notify SACSCOC at least 6 months prior to anticipated implementation

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
<p>...at a new off-campus site (previously approved program)</p> <p>...that is a significant departure from previously approved programs.</p>	<p>b. VPES brings proposal to Executive Cabinet.</p> <p>c. Upon tentative approval by Executive Cabinet, department will:</p> <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Modified Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. <p>d. Temple College's internal approval process includes the following order of approval: Advisory Board, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees.</p> <p>e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC through Accreditation Liaison.</p> <p>2. Initiating a certificate program that is a significant departure from previously approved programs requires both prior notification and approval. The Temple College process for this substantive change includes:</p> <ol style="list-style-type: none"> a. Preliminary proposal for initiating a certificate program that is significantly different from previously approved programs is initiated by the appropriate Department of Temple College and recommended to VPES. b. VPES brings proposal to Executive Cabinet. c. Upon tentative approval by Executive Cabinet, department will: <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Modified Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Advisory Council; Curriculum Committee, VPES, President, and Board of Trustees. e. Upon approval by THECB, Temple College will submit final approval information to SACS, through Accreditation Liaison. 	<p>Notify SACSCOC at least 6 months prior to implementation</p>
<p>Initiating Off-campus Sites (including Early</p>	<p>1. Initiating an off-campus site where a student can obtain 50 percent or more credits toward a program requires prior approval. The Temple College process for this substantive change</p>	<p>Submit Prospectus to</p>

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
<p>College High School programs offered at the high school)</p> <p>...Student can obtain 50 percent or more credits toward program</p>	<p>includes:</p> <ol style="list-style-type: none"> a. Preliminary proposal for initiating an off-campus site where a student can obtain 50 percent or more credits toward a program begins with the President and recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison in conjunction with THECB submissions. d. Temple College internal approval process includes the following order of approval: Board of Trustees tacit approval of due diligence; community input; Faculty Council, if appropriate; Curriculum Committee, if appropriate; President and Board of Trustees. e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison. <p>2. Initiating an off-campus site where a student can obtain 25-49 percent of credits toward a program requires prior notification. The Temple College process for this substantive change includes:</p>	<p>SACSCOC at least 3-6 months prior to anticipated implementation</p>
<p>...Student can obtain 25-49 percent of credit</p>	<ol style="list-style-type: none"> a. Preliminary proposal for initiating an off-campus site where a student can obtain 25-49 percent of credits toward a program begins with the President and recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ol style="list-style-type: none"> i. Follow THECB rules for development and approval; 	<p>Prior to implementation</p>

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	ii. Submit <i>Letter of Notification</i> to SACSCOC through Accreditation Liaison.	
Altering Significantly the length of a program	<p>1. Changing significantly the length of a program by substantially increasing the number of credit hours awarded for successful completion of a program with a noticeable impact on program completion time requires prior approval.</p> <ul style="list-style-type: none"> a. Preliminary proposal for substantially increasing the length of a program is initiated by appropriate Department of Temple College and recommended to VPES. b. VPES brings proposal to Executive Cabinet. c. Upon tentative approval by Executive Cabinet, department will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Temple College's internal approval process includes the following order of approval: Advisory Council; Curriculum Committee, VPES, President, and Board of Trustees. d. Upon approval by THECB, Temple College will submit the prospectus to SACSCOC, through Accreditation Liaison. 	Approval required prior to implementation
Altering significantly the educational mission of the institution.	<p>2. Initiating the significant alternation of the educational mission of the institution requires both prior notification and approval. The Temple College process for this substantive change includes:</p> <ul style="list-style-type: none"> a. Preliminary proposal for altering the educational mission of Temple College begins with the President and is recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of any budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council, if 	Notify SACSCOC at least 6 months prior to anticipated implementation

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<p>appropriate; Curriculum Committee, if appropriate; President and Board of Trustees.</p> <p>e. Upon approval by THECB, Temple College will submit final approval information to SACS, through Accreditation Liaison.</p>	
<p>Initiating programs/ courses offered through contractual agreement or consortium</p>	<p>1. The initiation of programs and/or courses offered through contractual or consortia agreement requires prior notification. The Temple College process for this substantive change includes:</p> <ul style="list-style-type: none"> a. Preliminary proposal for consortia/contractual programs and/or courses is initiated by appropriate Department and recommended to VPES. b. VPES brings proposal to Executive Cabinet. c. Upon tentative approval by Executive Cabinet, department will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit Letter of Notification and Copy of Signed Agreement to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees. <p>Upon approval by THECB, Temple College will submit final approval information to SACSCOC through Accreditation Liaison.</p>	<p>Prior to implementation</p>
<p>Initiating a merger/consolidation</p>	<p>1. Initiating a merger or consolidation with another institution requires both prior notification and approval. The Temple College process for this substantive change includes:</p> <ul style="list-style-type: none"> a. Preliminary proposal for merging or consolidating operations with another institution begins with the President and is recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of any budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: 	<p>Notify SACSCOC at least 6 months prior to anticipated implementation.</p> <p>Prospectus due dates: April 15 or September 15</p>

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council; Curriculum Committee, if appropriate; President and Board of Trustees. e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC through Accreditation Liaison. 	
Relocating a main or branch campus	<ol style="list-style-type: none"> 1. Relocating a campus requires both prior notification and approval. The Temple College process for this substantive change includes: <ul style="list-style-type: none"> a. Preliminary proposal for relocating a main or branch campus begins with the President and is recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of any budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council; Curriculum Committee, if appropriate; President and Board of Trustees. e. Upon approval by THECB, Accreditation Liaison will submit final approval information. 	Notify SACSCOC at least 6 months prior to anticipated implementation.
Relocating an off-campus instructional site	<ol style="list-style-type: none"> 1. Relocating an off-campus instructional site requires prior notification. The Temple College process for this substantive change includes: 	Prior to implementation

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<ul style="list-style-type: none"> a. Preliminary proposal for relocating an off-campus site begins with the President and is recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of any budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ul style="list-style-type: none"> ii. Follow THECB rules for development and approval; Submit <i>Letter of Notification</i> to SACSCOC through Accreditation Liaison. d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council; Curriculum Committee, if appropriate; President and Board of Trustees. e. Upon approval by THECB, Temple College will submit final information to SACSCOC, through Accreditation Liaison. 	
Changing governance, ownership, control, or legal status	<ul style="list-style-type: none"> 1. Changing the college governance, ownership, control, or legal status requires both prior notification and approval. The Temple College process for this substantive change includes: <ul style="list-style-type: none"> a. Preliminary change of governance, ownership, control, or legal status initiated by President and recommended to the Board of Trustees for study and consideration. No official vote is required, only tacit approval to proceed forward with analysis. b. President brings proposal to Executive Cabinet for due diligence, including appropriate community meetings/hearings, analysis of any budget requirements, staffing analysis, policies and procedures changes, Board of Trustee changes/issues, other. c. Upon positive results of due diligence by Executive Cabinet, President will: <ul style="list-style-type: none"> i. Follow THECB rules for development and approval; ii. Notify SACSCOC through the Accreditation Liaison; and iii. Submit <i>Prospectus</i> to SACS-COC for approval, through Accreditation Liaison, in conjunction with THECB submissions. d. Temple College's internal approval process includes the following order of approval: Board of Trustees tacit approval to begin due diligence; community input; Faculty Council; 	Notify SACSCOC at least 6 months prior to anticipated implementation.

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<p>Curriculum Committee, if appropriate; President and Board of Trustees.</p> <p>e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison.</p>	
Altering significantly the length of a program	<p>1. Altering the length of current programs requires prior approval. The Temple College process for this substantive change includes:</p> <p>a. Preliminary proposal for altered program length is initiated by appropriate Department of Temple College and recommended to VPES.</p> <p>b. VPES brings proposal to Executive Cabinet.</p> <p>c. Upon tentative approval by Executive Cabinet, department will:</p> <p>i. Follow THECB rules for development and approval;</p> <p>ii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions.</p> <p>d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees.</p> <p>e. Upon approval by THECB, Temple College will submit final approval information to SACSCOC, through Accreditation Liaison.</p>	Submit prospectus for approval prior to implementation
Initiating degree completion programs	<p>1. Initiating degree completion programs requires prior approval. The Temple College process for this substantive change includes:</p> <p>a. Preliminary proposal for initiating degree completion programs is initiated by appropriate Department of Temple College and recommended to VPES.</p> <p>b. VPES brings proposal to Executive Cabinet.</p> <p>c. Upon tentative approval by Executive Cabinet, department will:</p> <p>i. Follow THECB rules for development and approval;</p> <p>ii. Submit <i>Prospectus</i> to SACSCOC for approval, through Accreditation Liaison, in conjunction with THECB submissions.</p> <p>d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of</p>	Submit prospectus to SACSCOC prior to implementation

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

Substantive Change	Work Process for SACSCOC Notification and Approval	Time Frame for Contacting SACSCOC
	<p>submissions.</p> <p>d. Temple College's internal approval process includes the following order of approval: Advisory Committee, if appropriate; Curriculum Committee, VPES, President, and Board of Trustees.</p> <p>e. Upon approval by THECB, Temple College will submit any final information to SACS, through Accreditation Liaison.</p>	

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017

The following forms are to be used and can be found on the SCASCOC website located at <http://www.sacscoc.org/index.asp>, as per Table 1 above:

1. ***Application for Level Change*** and ***Faculty Roster***
2. ***Letter of Notification***
3. ***Prospectus*** and ***Faculty Roster***
4. ***Modified Prospectus***
5. ***Teach-Out Agreement***

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Policy Manual Review Committee Revision Date: April 13, 2017