**East Georgia State College**

**Substantive Change Checklist and SACSCOC Prospectus Outline**

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Under federal regulations, substantive change includes the actions cited in Table 1 below. However, this list is not exhaustive.

**Directions Table 1:** Check (X) the appropriate change, then complete Table 2 if necessary.

**Table 1: Substantive Change Checklist**

|  |  |
| --- | --- |
| **Check (X)** | **Substantive Changes /SACSCOC Procedure: (1) Prior notification and approval; (2) Prior notification; (3) Closing site, campus, or institution** |
|  | 1. Any change in the established mission or objectives of the institution (1 – Prospectus required) |
|  | 1. Any change in legal status, form of control, or ownership of the institution (1 – Prospectus required) |
|  | 1. 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 (1 – Prospectus required) |
|  | 1. 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 (1 – Application for Level Change required) |
|  | 1. A substantial increase in the number of clock or credit hours awarded for successful completion of a program (1 – Prospectus required) |
|  | 1. 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 (1 – Prospectus required) |
|  | 1. The establishment of a branch campus (1 – Prospectus required) |
|  | 1. Closing a program, off-campus site, branch campus or institution (3) |
|  | 1. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution (2) |
|  | 1. Acquiring another institution or a program or location of another institution (1 – Prospectus required) |
|  | 1. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution (1-Prospectus required) |
|  | 1. 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 (1-Prospectus required) |
|  | 1. Other initiative that may qualify as a substantive change |

**Directions Table 2:** As indicated in table 1, most substantive changes require the completion of a SACSCOC prospectus. If the substantive change identified in Table 1 requires a prospectus, complete Table 2 below. The completed Table 2 will provide an initial outline for the prospectus.

**Table 2: Substantive Change Prospectus Outline (Based on The Substantive Change Prospectus presented below.)**

|  |  |
| --- | --- |
| 1. Abstract |  |
| 2. Background: nature and purpose |  |
| 3. Needs assessment and program planning |  |
| 4. Program description and expected outcomes |  |
| 5. Faculty qualifications |  |
| 6. Library and learning resources |  |
| 7. Physical resources |  |
| 8. Financial support |  |
| 9. Evaluation and assessment |  |
| 10. List of appendices |  |