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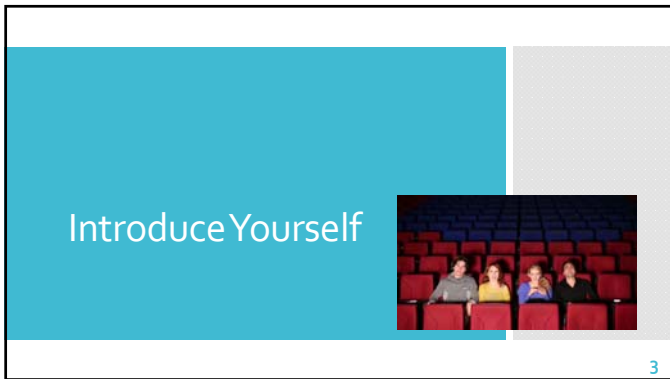
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**Consultations**  
 Monday, December 10  
 3:15 – 4:15 pm  
 Convention Center  
 Level 2 Room 232

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**AGENDA**

- Session outcomes
- Session overview
  - Definition
  - Guiding questions & rules of thumb
  - Scenarios
  - Institutional obligations
  - Questions

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**After this session you will know how to:**

- Define significant departure
- Apply guiding questions & rules of thumb
- Determine significant departure for your institution
- Fulfill institutional obligations

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**Definition**

Page 1 –  
Substantive Change Policy for SACSCOC Accredited Institutions

“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”

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**Guiding Questions**

page 4 –  
Substantive Change Policy for SACSCOC Accredited Institutions

- Wholistic determination
- Not a checklist
- Professional judgment

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**Guiding Questions**

page 4 –  
Substantive Change Policy for SACSCOC Accredited Institutions

What previously approved programs does the institution offer that are closely related to the new program and how are they related?

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**Guiding Questions**

Related Programs

- Credential
- Field of study
- Population served

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**Guiding Questions**

page 4 –  
Substantive Change Policy for SACSCOC Accredited Institutions

Will a significant number of new courses be required?

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**Guiding Questions**

New Courses/  
Content

- oRigor
- oContent

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**Rule of Thumb**

New Courses/  
Content

About 25% or more

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**Guiding Questions**

page 4 –  
*Substantive Change  
Policy for SACSCOC  
Accredited Institutions*

Will a significant number of  
new faculty members be  
required?

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**Rule of Thumb**

New Faculty Hires

Expertise  
vs.  
Capacity

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**Guiding Questions**

page 4 –  
*Substantive Change Policy for SACSCOC Accredited Institutions*

Will significant additional library/learning resources be needed?

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**Guiding Questions**

page 4 –  
*Substantive Change Policy for SACSCOC Accredited Institutions*

Will significant additional equipment or facilities be needed?

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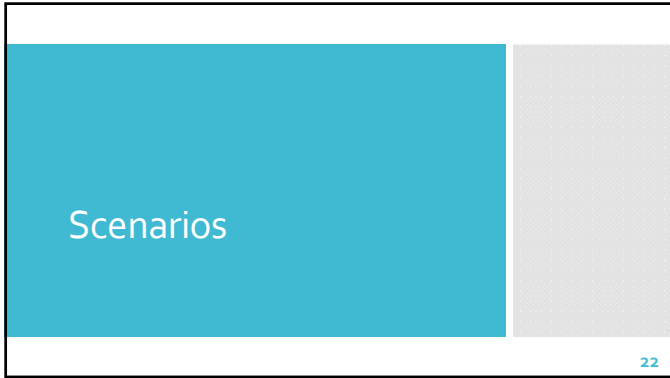
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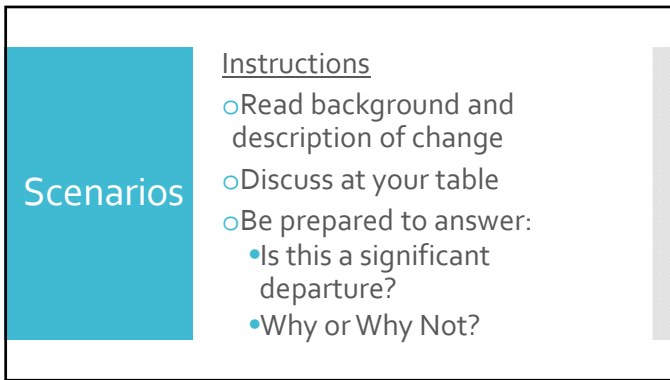
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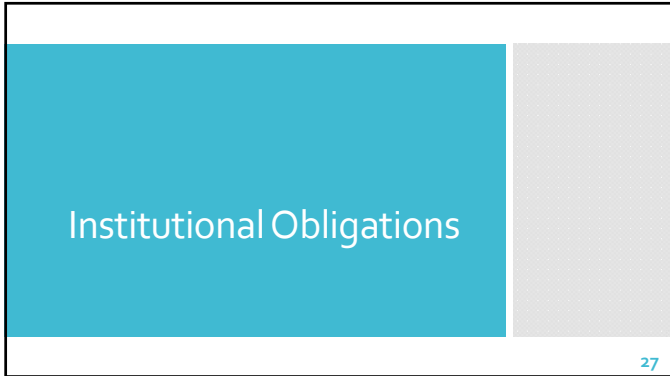
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Not a Significant Departure

- Document
- Retain
- Refrain (no notice or approval)

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Significant Departure

- Prospectus
- Appendix B
- Deadlines

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*Substantive Change Policy for SACSCOC Accredited Institutions*

Appendix B

- How to submit: Electronic
- Format: .pdf
- Links must be within submission, not external

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**Prospectus Deadlines**

January 1 → July 1 – Dec 31 (same year)

July 1 → January 1 – June 30 (next year)

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**Questions**



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**Consultations**

Monday, December 10  
3:15 – 4:15 pm

Convention Center  
Level 2 Room 232

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**Upcoming**

- Determining Significant Departure  
January 7, 2019
- Faculty Rosters for Substantive Changes  
March 21, 2019
- Closing Programs and Off-Campus  
Instructional Sites  
April 17, 2019

<http://www.sacscoc.org/SubstantiveChange.asp>

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**Available on Demand**

- Closing Programs and Off-campus  
Instructional Sites
- Dealing with Unreported Substantive Change
- Determining Significant Departure
- Faculty Rosters for Substantive Changes
- What Not to Report
- Dual Enrollment and Instructional Sites
- How to Write a Prospectus

<http://www.sacscoc.org/SubstantiveChange.asp>

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