



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

Emergency Temporary Relocation of Instruction

In emergency situations, institutions may request temporary relocation of on-campus and off-campus instruction. Emergency relocations are for unforeseeable situations such as natural disasters, fires, or other extraordinary circumstances. Emergency relocations are not applicable to foreseeable situations such as renovations, one-time program offerings, or responses to employer requests. Unlike routine relocations in which a site permanently relocates to another single site, emergency relocations *temporarily* move instruction to another single site or to multiple other sites.

Institutions should submit requests in writing to the Commission. In the interest of time, requests may be emailed from the liaison or CEO to the president of the Commission with a copy to the director of substantive change. Include, for each site to be relocated:

- an explanation of the circumstances and rationale for the relocation,
- the name and current physical address of instruction,
- the name and physical address(es) to where instruction will temporarily relocate,
- the effective date of the relocation, and
- the estimated date – **no more than 60 days after the effective date** – on which all instruction will return to the original site.

The Commission will accept notification for a maximum of 60 days. If instruction cannot return to the original location by the estimated date, the institution should contact the Commission, in advance, to request an extension up to 60 days. If instruction cannot return by the end of the extension, the institution may request another extension subject to approval by the Executive Council of the SACSCOC Board of Trustees. If the institution determines a permanent relocation is necessary, Commission policies for campus relocation, off-campus instructional site relocation, and approval of new off-campus instructional sites will apply.

The Commission will respond by letter and by email.

*Endorsed by SACSCOC Executive Council,
December 2017*