



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

EMERGENCY TEMPORARY RELOCATION OF INSTRUCTION

POLICY STATEMENT

An institution may request emergency temporary relocation of instruction from its main campus or off-campus instructional sites. Emergency relocation is for an unforeseeable situation such as fire, natural disaster, or pandemic; emergency relocation is not applicable to a foreseeable situation such as the end of a lease, a one-time program offering, or renovation. Unlike non-emergency relocation in which instruction permanently relocates to another single site, emergency relocation temporarily relocates instruction to another single site or to multiple other sites.

- If relocation is for 120 days or less, then a single notification is required.
- If relocation is for more than 120 days but one year or less, then SACSCOC Board of Trustees approval is required.
- If relocation is for more than one year, emergency temporary relocation of instruction is not available.

Non-emergency instruction location changes or additions are addressed in the substantive change policy: institution relocation, off-campus instructional site relocation, and off-campus instructional site notification (25-49% of a program) or approval (50% or more of a program).

If notification is accepted and the institution later finds it necessary to extend relocation beyond 120 days, it can request approval for one year beginning with the initial relocation date. Notification and approval are available only once for a location during a single, continuous relocation period. Emergency relocation is not available if the relocation period has passed.

Institutions submit a request as a substantive change by providing the following information:

1. Where instruction is moving from: name and physical address
2. Where instruction is moving to: name and physical address
3. Relocation period: beginning date
4. Relocation period: ending date
5. Reason for the emergency relocation
6. Explanation of how the institution will assure the quality of relocated instruction and student support services

Document History

*Guideline endorsed by Executive Council: December 2017
Policy approved by SACSCOC Board of Trustees: September 2020*