

**SACSCOC Substantive Change Procedures
St. Philip's College**

Course and Programmatic Changes			
Type of Change	Prior Notification Required	Prior Approval Needed	Documentation and Time Frame to Contact SACSCOC
Altering significantly* the length of a program	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Initiating programs/courses offered through contractual agreement or consortium	Yes	No	Letter of notification and copy of signed agreement
Initiating a new program with 50-100% new content (25-49% new content program requires notification)	No	Yes	Cover Sheet Prospectus Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Changing from clock hours to credit hours	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information

*Significant changes in program length are those with noticeable impact on the program's completion time (e.g. increasing a baccalaureate degree from 124 hours to 150 hours).

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SPC Procedure for Course and Programmatic Change

Action	Responsibility	Timeline
Researched & documented current job market	Chair to Dean	12 months prior to implementation
Recent evidence of both short-and long-term student demand for program	Chair to Dean	12 months prior to implementation
Enrollment projections that reflect financial self-sufficiency	Chair to Dean	12 months prior to implementation
Basic & career skills integrated in curriculum	Chair to Dean	12 months prior to implementation
Enrollment management plan	Chair to Dean	12 months prior to implementation
Process to establish articulation agreements with secondary and/or senior institutions	Chair to Dean	12 months prior to implementation
Consult with SACSCOC liaison to determine substantive change level and consistency according to rules	Chair to Accreditation Liaison	12 months prior to implementation
Letter of Notification to SACSCOC	Accreditation Liaison	7 months prior to implementation
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
If required, submit prospectus to SACSCOC	Chair & Accreditation Liaison	7 months prior to implementation
Place on Board agenda	Dean	
Board of Trustee approval		
Higher Ed Regional Council Notice		
30-day comment period at THECB		
Approved		
Added to eCat/student database	Enrollment Management	Prior to implementation