

## Appendix C: Quick Reference

### Substantive Change Types

This quick reference is designed as a summary only. It is not intended to replace a careful reading and understanding of policy. As a summary of select information, it provides an efficient reference to identify substantive change types and to make comparisons across types.

Substantive Change Type	Requires			Visit		Other	
	Notification	Approval – Exec Council	Approval – Full Board	Contingent	Required	Review Fee	Sub Change Restriction
<i>This is a summary only. Always consult policy for complete information of substantive change types.</i>							
<b>INSTITUTIONAL CHANGES</b>							
Acquisition	●		●		●	●	
Change Measure Progress to Completion		●				●	
CBE Course-Credit Approach-Institutional Approval		●				●	
Distance Ed-Institutional-level Approval		●				●	
Governance Change	●		●		●	●	
Institution Closure		●					
Institution Relocation		●				●	
Institutional Contingency Teach-out		●					
Level Change <sup>(a)</sup>			●		●	●	
Merger / Consolidation	●		●		●	●	
Mission Change		●				●	
Ownership, Means of Control, or Legal Status Change	●		●		●	●	
Prison Education Program – Institutional-level Approval (*Note: Approval-Exec Council –OR– Approval-Full Board contingent on institutional status; see explanations in procedures)		● *	● *		●	●	
<b>PROGRAM CHANGES</b>							
Clock-Credit Hour Conversion		●					
CBE Direct Assessment-Approval			●		●	●	
CBE Direct Assessment-Notification	●						
Coop Acad Arr Title IV Entities	●						
Coop Acad Arr Non-Title IV Entities-Approval		●				●	●
Coop Acad Arr Non-Title IV Entities-Notification	●						●
Correspondence Education		●				●	
Dual Academic Award	●						
Joint Academic Award with Non-SACSCOC Accredited Institution(s) or Entity(ies)		●				●	
Joint Academic Award with SACSCOC Institution(s)	●						

Substantive Change Type	Requires			Visit		Other	
	Notification	Approval – Exec Council	Approval – Full Board	Contingent	Required	Review Fee	Sub Change Restriction
<i>This is a summary only. Always consult policy for complete information of substantive change types.</i>							
Method of Delivery-Approval		●					●
Method of Delivery-Notification	●						●
New Program-Approval		●				●	●
New Program-Notification	●						●
Program Closure		●					
Program Designed for Prior Learning-Approval		●				●	●
Program Designed for Prior Learning-Notification	●						●
Program Length Change		●				●	●
Program Re-open	●						
<b>OFF-CAMPUS INSTRUCTIONAL SITE (OCIS) CHANGES</b>							
OCIS Notification	●						
OCIS Approval Extensive Review			●	●		●	●
OCIS Approval Limited Review		●		●		●	●
OCIS Relocation - Non-Branch	●						
OCIS Relocation - Branch		●				●	
OCIS Name or Address Change	●						
OCIS Closure		●					
OCIS Re-open	●						

*Notes:*

- (a) Refer to Level Change for exceptions for embedded associate degrees and embedded Specialist degrees.
- Some of the types are abbreviated in this table; refer to the policy text for the full-text type.
- Action requirements are for an institution *not* on SUBSTANTIVE CHANGE RESTRICTION; see policy for requirements for an institution that *is* on SUBSTANTIVE CHANGE RESTRICTION.
- An institution on sanction when a substantive change is submitted is ineligible for Executive Council review (except for closures); full Board review is required.