

East Georgia State College
Substantive Change Checklist and SACSCOC Prospectus Outline
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Under federal regulations, substantive change includes the actions cited in Table 1 below. However, this list is not exhaustive.

Directions Table 1: Check (X) the appropriate change, then complete Table 2 if necessary.

Table 1: Substantive Change Checklist

Check (X)	Substantive Changes /SACSCOC Procedure: (1) Prior notification and approval; (2) Prior notification; (3) Closing site, campus, or institution
	1. Any change in the established mission or objectives of the institution (1 – Prospectus required)
	2. Any change in legal status, form of control, or ownership of the institution (1 – Prospectus required)
	3. 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 (1 – Prospectus required)
	4. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation (1 – Application for Level Change required)
	5. A substantial increase in the number of clock or credit hours awarded for successful completion of a program (1 – Prospectus required)
	6. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program (1 – Prospectus required)
	7. The establishment of a branch campus (1 – Prospectus required)
	8. Closing a program, off-campus site, branch campus or institution (3)
	9. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution (2)
	10. Acquiring another institution or a program or location of another institution (1 – Prospectus required)
	11. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution (1-Prospectus required)
	12. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs (1-Prospectus required)
	13. Other initiative that may qualify as a substantive change

SACSCOC Substantive Change Prospectus Outline

Directions Table 2: As indicated in table 1, most substantive changes require the completion of a SACSCOC prospectus. If the substantive change identified in Table 1 requires a prospectus, complete Table 2 below. The completed Table 2 will provide an initial outline for the prospectus.

Table 2: Substantive Change Prospectus Outline (Based on The Substantive Change Prospectus presented below.)

1. Abstract	
2. Background: nature and purpose	
3. Needs assessment and program planning	
4. Program description and expected outcomes	
5. Faculty qualifications	
6. Library and learning resources	
7. Physical resources	
8. Financial support	
9. Evaluation and assessment	
10. List of appendices	