



Substantive Change Planning

The SACSCOC Liaison is responsible for informing SACSCOC of any substantive changes at the College of Charleston through notification or seeking of approval. Such modifications are described in the SACSCOC Substantive Change Policy and must be made prior to implementation. In order to ensure adherence with this policy, please answer this form, so as to provide OIEP with the pertinent information.

Definitions

- Consortial relationship - typically is one in which two or more institutions share in the responsibility of developing and delivering courses and programs that meet mutually agreed upon standards of academic quality.
- Contractual agreement - typically is one in which an institution enters an agreement for receipt of courses/programs or portions of courses or programs delivered by another institution or service provider.
- Distance education - a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.
- Dual program - a program whereby students study at two or more institutions and each institution grants a separate academic award bearing only its name, seal, and signature.
- Joint program - a program whereby students study at two or more institutions and the institutions grant a single academic award bearing the names, seals, and signatures of each of the participating institutions.
- Program - any transcribed credential offered by the College to include bachelor's degrees, master's degrees, doctoral degrees, other professional degrees (J.D. M.D., etc.), graduate certificates, and undergraduate certificates.
- Significant departure - a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.



Please answer the following questions.

CLEAR FORM

Date: _____

Contact Person: _____

Department: _____

Email: _____

Phone: _____

Yes	No
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1. Date of the proposed implementation: _____
2. Will this be initiating a program or courses at a degree or credential level different than currently approved?
3. Will this be an expansion at current degree level (significant departure from current programs)?
 - a. Will this be a new program for the College?
 - i. Are there related programs at the College?
 - ii. Which ones? _____
 - b. If this is a current program, what percentage of course changes does this significant departure represent? _____
 - c. Are new faculty required to support the program?
 - d. Are new library or other learning resources needed to support the program?
 - e. Are new physical resources, including facilities, needed to support the program?
 - f. Are additional financial resources needed to support the program?
 - g. Will the modifications result in a change of 25% or more of length of the program?
4. Will this be initiating an off-campus instructional site (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)?

Yes

No

- a. Name of the site(s): _____
 - b. Address of the site(s): _____
 - c. Can student obtain 50% or more of the program at this site?
 - d. Can student obtain 25%-49% or more of the program at this site?
5. Will this be moving an off-site instructional site (serving the same geographic area)?
- a. New address of site: _____
6. Will this be initiating distance learning for the program?
- a. Can student obtain 50% or more of the program online?
 - b. Can student obtain 25%-49% or more of the program online?
7. Will this be initiating a program or courses offered through contractual agreement or consortium?
- a. Is the agreement/contract with an entity certified to participate in USDOE Title IV program?
 - i. Will the entity be providing 25% or more of the program?
 - ii. Will the entity be providing less than 25% of the program?
8. Will this be initiating a joint or dual degree?
- a. Name of partner institution(s): _____
 - b. Address of partner institution(s): _____
 - c. Name of program coordinators at other institutions: _____
 - d. Are all the other institutions SACSCOC accredited?
9. Will this be initiating a degree completion program?
10. Will this be initiating a direct assessment competency-based program?
11. Will this be closing a program or approved off-campus instructional site?
- a. Does the College have plans to teach out its own students?
 - b. Does the College have plans to contract another institution to teach-out students?