

Requirements for a Substantive Change Prospectus for SACS

- a) Every Substantive Change Prospectus for SACS will include detailed information on:
- The degree to be offered
 - Start Date
 - The location
 - Background information on the degree (history- other locations)
 - The faculty
 - Library and Learning Resources
 - Physical resources- classrooms, laboratories, computers
 - Financial support for the program
 - Methods for evaluation and assessment of the program
 - Appendixes
 - (a) Roster of full-time and adjunct faculty
 - (b) Current program PIE
- b) It is the responsibility of the originating officer (generally a Regional Director) working with the Dean of the College, the University College Academic Dean, and Vice Chancellor of University College to insure that the Substantive Change Prospectus is prepared and is accurate, and to give the prospectus to IRPE for review by the Institutional Effectiveness Committee.
- c) All Substantive Change Prospectuses must be submitted to SACS within the six months window between the Letter of Intent and the target date for implementation of the program.
- d) Denial of approval of a Substantive Change by SACS may not be appealed. A revised request may be resubmitted.
- e) The University College Academic Dean, working with the originating officer and the Dean of the appropriate college, will be responsible for following up on any needs identified by SACS-COC regarding the Substantive Change Prospectus.

Note: SACS currently expects to receive a Substantive Change Prospectus three months prior to the implementation date.