Please see Academic Affairs Manual, Section G- Substantive Change Policy & Procedure (<http://www.palmbeachstate.edu/documents/academic_services/sectiong.pdf>) for Instructions on completing this form. Form must be submitted to the Vice President of Academic Affairs.

**Date:**

**Brief Description of Proposed Change:**

| **Does your proposed change….** | **YES** | **NO** | **Time Frame for Contacting SACS-COC** | **Prior Approval Required by SACS** |
| --- | --- | --- | --- | --- |
| Initiating coursework or programs at a more advanced level than currently approved | [ ]  | [ ]  | 12 months | Yes |
| Expanding at current degree level *(significant departure from current programs)1* | [ ]  | [ ]  | 6 months | Yes |
| Initiating a branch campus (see definition of “branch campus” on p. 5 of this document**)** | [ ]  | [ ]  | 6 months | Yes |
| Initiating joint degrees with another institution (see Commission policy “Collaborative Academic Arrangements: Policy and Procedures) | [ ]  | [ ]  | 6 months | Yes |
| Initiating a certificate program… (typically for workforce development) …using existing approved courses …at a new off-campus site (previously approved program) …that is a significant departure from previously approved programs1 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | NAApproval required prior to implementationApproval required prior to implementation | NAYesYes |
| Initiating off-campus sites (including Early College High School programs offered at the high school) … …Student can obtain 50 percent or more credits toward program …Student can obtain 25-49 percent of credit …Student can obtain 24 percent or less | [ ] [ ] [ ]  | [ ] [ ] [ ]  | 6 monthsPrior to implementationNA | YesNoNA |
| Expanding program offerings at previously approved off-campus sites …Adding programs that are significantly different from current programs …Adding programs that are NOT significantly different from current programs | [ ] [ ]  | [ ] [ ]   | Prior to ImplementationNA | NoNA |
| Altering significantly the educational mission of the institution2 | [ ]  | [ ]  | 6 months | Yes |
| Initiating distance learning… …Offering 50 percent or more of a program (Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance)*1* …Offering 25-49 percent …Offering 24 percent or less | [ ]  | [ ]  | 6 monthsPrior to implementationNA | YesNoNA |
| Initiating programs/courses offered through contractual agreement or consortium | [ ]  | [ ]  | Prior to implementation | No |
| Initiating a merger/consolidation with another institution | [ ]  | [ ]  | 6 months | Yes |
| Relocating a main or branch campus | [ ]  | [ ]  | 6 months | Yes |
| Relocating an off-campus instructional site | [ ]  | [ ]  | Prior to implementation | No |
| Changing governance, ownership, control, or legal status of an institution | [ ]  | [ ]  | 6 months | Yes |
| Changing from clock hours to credit hours | [ ]  | [ ]  | 6 months | Yes |
| Altering significantly the length of a program3 | [ ]  | [ ]  | 6 months | Yes |
| Initiating degree completion programs | [ ]  | [ ]  | 6 months | Yes |
| Closing an institution or program: (see Commission policy “Closing a Program or Institution”) …closing a program with internal teach-out protocol … closing a program with a teach-out agreement with another institution …closing an institution | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Prior to implementation6 monthsPrior to implementation | NoYesNo |

**Review by Substantive Change Committee:**

[ ]  Approve – Description of actions needed for SACS Compliance

[ ]  Not approved

[ ]  Returned to submitter for additional explanation:

Date of Review: