# Substantive Change Form

*Complete this form if this program action reflects a substantive change in Palm Beach State offerings as outlined by SACS guidelines.*

**No Change**

**Introduction**

To be in compliance with SACS guidelines and Federal Law, Palm Beach State College must assess whether a proposed change in programs, facilities, centers or program delivery is a “substantive” change. Substantive change is a Federal term relating to any “significant modification of the nature and scope of an accredited institution." Palm Beach State College must notify SACS of a potential or actual substantive change in a timely fashion, and in many cases must receive approval for such a change from SACS before the initiative is implemented. The College has developed this form to assess the scope of the proposed change. The SACS website provides more detailed information on substantive change at <http://www.sacscoc.org/SubstantiveChange.asp>.

|  |  |  |  |
| --- | --- | --- | --- |
| Initiator’s Name: |  | Date: |  |
| Program Name: |  | | |
| Program Type: | BAS/BS AS   CCC    ATD      ATC     PSAV | | |

**Brief Description of the Proposed Change (paragraph or less):**

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| --- |
|  |

**Substantive Change Assessment**

This initiative . . .

|  |  |  |
| --- | --- | --- |
| **Type of Substantive Change** | **Yes** | **No** |
| Initiates coursework or programs at a more advanced level than currently approved. |  |  |
| Expands at current degree level (significant departure from current programs) |  |  |
| Initiates a branch campus. |  |  |
| Initiates off-campus sites where: Student can obtain 50% or more credits toward a program. |  |  |
| Initiates off-campus sites where:  Student can obtain 25-49% of credit toward a program. |  |  |
| Adds significantly different program at an approved site. |  |  |
| Initiates distance learning: Offering 50% or more of program. |  |  |
| Initiates distance learning: Offering 25-49% of program. |  |  |
| Initiates programs/courses offered through contractual agreement or consortium. |  |  |
| Changes the number of credit hours awarded for successful completion of a program. |  |  |
| Initiates a merger/consolidation. |  |  |
| Changes governance, ownership, control or legal status. |  |  |
| Alters significantly the length of a program. |  |  |
| Closes an institution/program; initiates teach-out agreements. |  |  |

If you checked “No” on each item, justification of why this is not a substantive change:

Reviewed and approved:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VPAA

Copies: Curriculum File, Originator, SACS