Bevill State Commu

Substantive Change Implem

Instructions: Email the completed form to russell.howton@bscc.edu with the subject line as "SACS change must also be to submitted to the U.S. Department of Education prior to awarding federal fi

Section I - General In	

Date:

Divison:

Please provide a brief description of the proposed change.

Proposed Date of Implementation:

Indicate the degree level with which the change will occur (ie., STC / CER / AA / AS / AAS):

Section II - Substantive	

Please answer the following questions regarding the proposed change by placing an "X" in the app

Question	YES
1. Does your proposed change include initiating a new program…	
...using existing approved courses? If yes, provide # of new and existing courses.	
...at a new off-campus site? If yes, provide property owner's name and street address of site.	
...that is signficantly different from a currently approved program?	
2. Does your proposed change include initiating a certificate program at an employer's request and on a short notice…	
...using existing approved courses? If yes, provide # of new and existing courses.	
...at a new off-campus site? If yes, provide property owner's name and street address of site.	
...that is signficantly different from a currently approved program?	
3. Does your proposed change include initiating other certificate programs or embed a certificate program into a current degree program…	
...using existing approved courses? If so, provide # of new and existing courses.	
...at a new off-campus site? If yes, provide property owner's name and street address of site.	
...that is signficantly different from a currently approved program?	
…that is 30-60 credit hours?	

…this is under 29 credit hours?	
4. Does your proposed change include initiating a relationship with another institution…	
…acrredited by SACSCOC?	
…with a non-accredited institution?	
…through joint or dual programs where a student studies at 2+ institutions and is awarded a single or multiple credentials?	
5. Does your proposed change include initiating or adding additonal coursework at an off-campus site (dual enrollment) where a student can obtain…	
…50% or more of the credits toward a program or certificate?	
…25-49% of the credit toward a program or certificate?	
…24% or less of the credit toward a program or certificate?	
If you responded "yes" to any of the questions above, please provide property owner's name and street address of the off-campus site.	
6. Does your proposed change include…	
…initiating an expansion of current degree level?	
…altering the length of a program by 25% or more of the credits required for the program or certificate?	
…initiating or expanding an existing traditional program to 50% or more of the program fully online?	
…consolidating or mergering two existing programs?	
…initiating programs / courses offered through a contracutal agreement or consortium?	
…initiating degree completion programs?	
…inactivating an existing program? If yes, identify the program.	
…reactivating an existing program that has been inactivated in the last 3 years?	
…closing a program where the institution plans to teach out its own students?	

Section III - Additional Questions Regard

Complete this section only if the proposed change incl

# of credit hrs for new degree / certificate:	
# of new courses added to program:	
Costs of new library materials to support program:	
How will program be funded (grants, institutional, etc.)?	
Projected Date of Implementation:	

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Date Implementation Checklist Was Received:	

Is Proposed Change "Substantive" by SACSCOC Definition?

How did you come to this conclusion?

Questions Related to Sub Change Proposal:

Next Steps and List of Responsibilities:

Date SACSCOC Documentation was Mailed:

Approval Pat

1. Date of Approval by College-Wide Curriculum Committee (if required): _____

2. Date of Approval by College-Wide Divisional Dean: _____

3. Date of Approval by Cabinet Member: _____

4. Date of Approval by College President: _____

unity College
mentation Checklist

SCOC Sub Change". In addition to SACSCOC notification and/or approval, the nancial aid to students in a new program.

formation

College Contact:		
Department:		

Change Items

ropropriate box and providing a brief explanation if necessary.

NO	Unsure	Explanation

·ding Proposed New Program

·udes initiating a new program / certificate.

# of new FT and PT faculty needed:

Required credentials of faculty:

Costs of new equipment to support program:

Anticipated # of new students entering the program in 1st year:

Projected Date of Approval by Curriculum Committee:

·USE ONLY

Date Proposed Change was Added to Sub Change Tracking Log:

Type of Notification that was Mailed:

th

Signature of Chair:_____

Signature of Dean: _____

Signature of Cabinet Member: _____

Signature of President: _____

Developed 2/1/17