

## Bevill State Community College Substantive Change Implementation Checklist

**Instructions:** Email the completed form to russell.howton@bscc.edu with the subject line as "SACSCOC Sub Change". In addition to SACSCOC notification and/or approval, the change must also be submitted to the U.S. Department of Education prior to awarding federal financial aid to students in a new program.

### Section I - General Information

Date:	College Contact:	
Divison:	Department:	
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 Change Items

**Please answer the following questions regarding the proposed change by placing an "X" in the appropriate box and providing a brief explanation if necessary.**

Question	YES	NO	Unsure	Explanation
<b>1. Does your proposed change include initiating a new program...</b>				
...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 significantly different from a currently approved program?				
<b>2. Does your proposed change include initiating a certificate program at an employer's request and on a short notice...</b>				
...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 significantly different from a currently approved program?				
<b>3. Does your proposed change include initiating other certificate programs or embed a certificate program into a current degree program...</b>				
...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 significantly 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...				
...accredited 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 additional 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 merging two existing programs?				
...initiating programs / courses offered through a contractual 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?				
<b>Section III - Additional Questions Regarding Proposed New Program</b>				
<b>Complete this section only if the proposed change includes initiating a new program / certificate.</b>				
# of credit hrs for new degree / certificate:	# of new FT and PT faculty needed:			
# of new courses added to program:	Required credentials of faculty:			
Costs of new library materials to support program:	Costs of new equipment to support program:			
How will program be funded (grants, institutional, etc.)?	Anticipated # of new students entering the program in 1st year:			
Projected Date of Implementation:	Projected Date of Approval by Curriculum Committee:			
<b>FOR OIER OFFICE USE ONLY</b>				
Date Implementation Checklist Was Received:			Date Proposed Change was Added to Sub Change Tracking Log:	
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:

Type of Notification that was Mailed:

**Approval Path**

1. Date of Approval by College-Wide Curriculum Committee (if required): \_\_\_\_\_ Signature of Chair: \_\_\_\_\_
2. Date of Approval by College-Wide Divisional Dean: \_\_\_\_\_ Signature of Dean: \_\_\_\_\_
3. Date of Approval by Cabinet Member: \_\_\_\_\_ Signature of Cabinet Member: \_\_\_\_\_
4. Date of Approval by College President: \_\_\_\_\_ Signature of President: \_\_\_\_\_