



**30 JULY 2013**

**Personnel**

**AIR UNIVERSITY DEGREE GRANTING, ACCREDITATION,  
REAFFIRMATION, AND SUBSTANTIVE CHANGE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*. It assigns responsibility for actions pertaining to the Air University (AU) degree-granting, accreditation, reaffirmation, and substantive change policies/procedures. It applies to all AU centers, schools, colleges and affiliated programs under the accreditation purview of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); the North Central Association's Higher Learning Commission (NCA-HLC); Process for Accreditation of Joint Education (PAJE); and Accreditation Board for Engineering and Technology (ABET) (See paragraph 1.2.7). Supplements to this publication are not authorized. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Changes to this publication must be submitted to the OPR using AF Form 847, *Recommendation for Change of Publication*.

**SUMMARY OF CHANGES**

Moderate changes were made to this instruction primarily to update roles and responsibilities for the multiple accrediting bodies affecting Air University.

**1. Purpose and Scope.** This instruction provides guidance on conducting activities that support maintaining accreditation with peer institutions. It applies to all campuses, schools and programs within Air University's purview.

1.1. The term "institution" refers to Air University. Centers, colleges and schools may use other terms as appropriate to describe their organizations.

**2. Responsibilities.** The Academic Affairs Division of the Air University Academic Office (HQ AU/CF) is responsible for coordinating AU degree-granting and accreditation requests

outside Air University. All actions involving congressional degree-granting, accreditation, reaffirmation, and substantive change procedures must be coordinated through HQ AU/CF.

## 2.1. HQ AU/CF:

2.1.1. Only AU/CC or AU/CF (or officially delegated SACSCOC Liaison) can make an official request of a regional accrediting body or obligate Air University in any way to a regional or university-wide accrediting association.

2.1.2. Stays abreast of current regional and special accreditation requirements and provides guidance and information to AU organizations to ensure the accreditation requirements are being met.

2.1.3. Establishes policies and procedures to assure the success of future reaffirmations. Submits substantive change requests to the AU Commander and President, and to the AU Board of Visitors. Upon approval of the request, provides SACSCOC with appropriate documentation relative to the substantive change.

2.1.3.1. Follows designated timelines and required sequences of events, developed in cooperation with accrediting bodies to gain approval of substantive changes and to maintain regional and special accreditation (see paragraphs 4 and 5).

2.1.4. Maintains coordination and information flow pertinent to the subject of this instruction among and between AU/CC, HQ AU Directors (A Staff), AU CF; AU centers and schools, and the 42 ABW. AU/CFA will be an advising member on all Center/School academic program review boards or meetings.

2.1.4.1. Assists AU organizations by establishing committees and/or functional teams, IAW the Air University Corporate Process, necessary to achieve the university's strategic priorities, goals and objectives.

2.1.5. Prepares all committee reports and information concerning academic accreditation required by US Department of Education (ED), Air Staff, AETC/CC, AU/CC, regional accrediting bodies. Advocates for and advises as needed on PAJE, NCA-HLC and ABET reaffirmation of accreditations.

2.1.5.1. Using inputs from AU organizations, prepares documentation to attain congressional degree-granting authority, regional accreditation, reaffirmation, and substantive change requests for AU and associated schools. Coordinates on all accreditation-related correspondence and documents prior to release outside AU.

2.1.6. Makes formal and informal contact with the US ED and SACSCOC on issues pertinent to accreditation. This contact keeps external agencies informed of anticipated changes, facilitates submission of documents and correspondence related to accreditation and substantive changes, and allows AU to stay abreast of current trends, processes, or procedural changes.

2.1.7. Makes arrangements (to include funding), for formal visits to Maxwell AFB, AL, from agencies such as the National Advisory Committee on Institutional Quality and Integrity (NACIQI), US ED, and SACSCOC. These arrangements include logistical support, billeting, transportation and travel arrangements, and coordination with HQ AU/CCP and HQ AU/PA (see paragraphs 1.2.8 and 1.2.9). Advocates for organizations and advises them as needed for joint, regional, or professional accreditation visits.

2.1.8. Establishes and maintains ties to the civilian education community by maintaining membership and actively participating in appropriate professional educational organizations. Air University Academic Affairs senior administrators (CF, CFA, CFR, CFX, Director MSFRIC, CFAB, CFAC, CFAE, CFAI etc.) attend SACSCOC Annual Meetings for this purpose.

2.1.9. Ensures AU and its centers, colleges and schools do not describe their relationship with SACSCOC in any way other than the strictly prescribed statements in SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*, Comprehensive Standard 3.14. Additionally, see <http://www.sacscoc.org> for *Guidelines on Advertising Student Recruitment, and Representation of Accredited Status*.

## 2.2. AU's Maxwell, and Test Pilot School Campus Organizations:

2.2.1. Provide HQ/AU with representation, leadership, and support IAW the policy on Air University Corporate Process for academic matters. Examples include, but are not limited to, pursuing the goals of congressional degree-granting, accreditation, reaffirmation, and substantive change requests. Submit proposed agenda items for formal meetings or official visits when requested by HQ AU/CFA.

2.2.2. Programs granting credit for joint education ensure all requirements are met to maintain accreditation with the Chairman of the Joint Chiefs of Staff Process of Accreditation for a Joint Education (PAJE).

2.2.3. Support HQ/AU CF to host NACIQI, SACSCOC, ED, PAJE and other committee or team members performing official visits or meetings as requested. When selected for official visits, brief selected topics as requested.

2.2.4. Develop center/school instructions as needed that implement AU policy and guidance on institutional effectiveness, evaluation programs, faculty qualifications and professional development, student support and other academic requirements as needed. (Refer to AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research* [will convert to AUI 36-2622]; AUI 36-2312, *Air University Assessment Programs*; and AUI 36-105, *Responsibilities for Faculty Development and Enrichment*, for further detail). Ensure linkage to the Air University strategic plan, mission statement (statement of purpose), and HQ AU.

2.2.4.1. Maintain documentation of routine operating procedures (e.g., meeting minutes, assessment reports, strategic planning execution reports, student complaints), reflecting sound educational practices standard in the field of higher education and AU

Instructions. Establish documentation for additional requirements described in Center and School instructions. These artifacts will be used as evidence of compliance with the Air Force Inspector General Organizational Readiness Inspections (ORI), Unit Compliance Inspections (UCI), and reaffirmations of accreditation with our peer institutions.

2.2.5. May not change the name of the degree or the diploma without gaining approval from AU/CC by submitting a request through AU/CF.

2.2.6. AU's Air Force Institute of Technology (AFIT) campus on Wright-Patterson AFB ensures North Central Association-Higher Learning Commission (NCA-HLC) and Accreditation Board for Engineering and Technology (ABET) requirements for accreditation are met.

2.2.6.1. Must notify HQ AU/CF on issues pertinent to NCA-HLC accreditation and will notify HQ AU/CFA of NCA-HLC reaffirmation schedule. AFIT will continue to prepare reports and information required for NCA-HLC. Copies of all documentation/correspondence will be provided to HQ AU/CF prior to submission. Procedures pertinent to NCA-HLC accreditation will be subject to review by AU/CF.

2.2.6.2. Must ensure its schools do not describe their relationship with NCA-HLC in any way other than strictly prescribed in *HLC Policy Book* paragraph 2.4 (b) page 50.

2.2.6.3. Must notify HQ AU/CF of potential substantive changes prior to implementation and work with HQ AU/CFA to ensure correct procedures are followed in accordance with the *Higher Learning Commission Policy Book*, Chapter 3.

2.2.6.4. Develops instructions that implement AU/CFA policy and guidance on institutional effectiveness, evaluation programs, faculty qualifications and professional development. (Refer to AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research* [will convert to AUI 36-2622]; AUI 36-2312, *Air University Assessment Programs*; and AUI 36-105, *Responsibilities for Faculty Development and Enrichment*, for further detail). Ensure linkage to the Air University strategic plan, mission statement (statement of purpose), and HQ AU.

2.2.6.4.1. Maintains documentation of routine operating procedures such as meeting minutes, assessment reports, strategic planning execution reports, student complaints, etc., reflecting good educational practices standard in the field of higher education and AU Instructions. Establish documentation for additional requirements described in Center and School instructions. These artifacts will be used as evidence of compliance with the Air Force Inspector General Organizational Readiness Inspections (ORI), Consolidated Unit Inspections (CUI), and reaffirmations of accreditation with peer institutions.

2.2.6.4.2. Develops and implements institutional effectiveness policies and procedures for evaluating and tracking the extent to which AFIT's student learning outcomes, and research goals, and objectives are achieved. All AFIT Schools (EN, CE and LS) and support services must use results of evaluations and program reviews to improve educational programs; academic, administrative and student support services; research, and operations. Impact of data-driven improvement activities will be measured, documented and reported to the AFIT Vice Chancellor annually. Documents will be maintained by the Vice Chancellor or designated office.

2.2.6.4.2.1. A copy of the annual outcomes report will be sent to AU/HQ CFAE, Chief of Institutional Effectiveness no later than 31 December for the previous academic year. The template in AUI 36-2312, Attachment 2, will be used for this purpose.

2.2.6.5. Provide HQ/AU with representation, leadership, and support IAW the policy on Air University Corporate Process for academic matters. Examples include, but are not limited to, pursuing the goals of congressional degree-granting, accreditation, reaffirmation, and substantive change requests. Submit proposed agenda items for formal meetings and/or official visits when requested by HQ AU/CFA

2.2.7. Protocol (HQ AU/CCP). Conducts protocol related duties in connection with NACIQI, SACSCOC, ED, AU BOV and other official visits or meetings hosted by AU/CC or AU/CV.

2.2.7.1. When required, provides HQ AU/CFA costs for activities related to visits such as meetings, special luncheons, dinners, memorabilia, etc.

2.2.8. Public Affairs (HQ AU/PA). Conducts public affairs related duties in connection with NACIQI, SACSCOC, ED, AU BOV meetings or visits.

2.2.9. Staff Judge Advocate (HQ AU/JA). Assists HQ AU/CFA with academic issues and procedures related to degree-granting and accreditation.

2.2.10. Financial Management (HQ AU/FM). Works with HQ AU/CFA to ensure sufficient funds are programmed and available for degree-granting, accreditation, reaffirmation, annual dues, and substantive change activities, including necessary funding for all aspects of the Quality Enhancement Plan and its implementation.

2.2.11. Plans and Programs (HQ AU/A5/8).

2.2.11.1. Develops, executes, and oversees the AU strategic planning process to provide on-going, institution-wide (AU, AFIT and 42 ABW) evaluation processes that 1) incorporate a systematic review of institutional mission, goals, and results; 2) result in continuing improvement in institutional quality; and 3) demonstrate the institution is effectively accomplishing its mission. The process must include, as a minimum, the following elements:

2.2.11.1.1. A clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning, research, and public service.

2.2.11.1.2. A vision statement that guides planning and assessment activities and efforts.

2.2.11.1.3. A strategic plan that implements the AU Commander and President's strategic priorities. The priorities are fleshed out through published goals, objectives, and measures. Each goal must be assigned to an office of primary responsibility (OPR). The objectives must have a target or standard for achievement. Measures should provide valuable information that demonstrates the degree to which objectives are being met.

2.2.11.2. Progress must be assessed and reported periodically to the AU/CC, VPAA, and other senior leaders. A standardized report format should be used by all OPRs.

2.2.11.3. Conducts an annual review and revision (as needed) of the AU mission statement and strategic plan to ensure that they are current, comprehensive, and accurately guide the institution's operations.

2.2.11.3.1. Revisions to the mission statement must be approved by the AU BOV.

2.2.11.3.2. The mission statement must be communicated to the institution's constituencies through publication in AU-10, the Air University Catalog, as a minimum.

2.2.12. The 42d Air Base Wing (ABW). The 42ABW/CC supports the educational mission.

2.2.12.1. Ensures its organizations provide student support programs, services, and activities consistent with the university mission that promote student learning and enhance faculty, staff and student development. These include but are not limited to Child Development Center, Youth Center, Chapel Services, student dormitories and housing, dining services, gymnasium, extra-curricular entertainment events and services.

2.2.12.2. Assists in exercising appropriate control over all of the institution's physical resources.

2.2.12.3. Takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus and wing community.

2.2.12.4. Develops and implements policies and procedures for evaluating and tracking the extent to which service and operational goals and objectives are achieved. Subordinate organizations must use data, analysis and assessment of results to improve key outcomes. Impact of data-driven improvement activities will be measured, documented and maintained by the 42 ABW/CC or designated offices and

provided to HQ AU/CFAE Institutional Effectiveness office annually no later than 31 December. (Refer to AUI 36-2312, paragraph 3.4, and its subparagraphs; Attachment 2 (revised IC) and Attachment 3, Section H.)

**3. Degree-Granting Procedures.** Since AU is a Federal entity, authorization to grant degrees is approved by Congress. Congress has authorized Air University to grant all degrees that it deems appropriate to its mission. New degrees must be presented to the AU BOV for their recommendation and then approved by the National Advisory Committee on Institutional Quality and Integrity (NACIQI) and SACSCOC prior to awarding the first degree.

**4. Institutional Accreditation.** The Commission on Colleges accredits the entire institution, Air University, and its programs and services, wherever they are located or however they are delivered. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation and is not transferable to other institutions or entities. Air University's regional accreditation and subsequent reaffirmations of accreditation included all components of Air University as they existed at the time of SACSCOC approval and were based on that structure and composition. Significant changes to the institution or its programs require a Substantive Change review (see paragraph 5).

### **5. Reaffirmation.**

5.1. AU was reaffirmed 5 years after its initial membership in 2004. Reaffirmation requires full compliance with all of SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement* Core Requirements and Comprehensive Standards. Acceptable practices and standards in higher education are set by our peer institutions in the region and evolve over time. Therefore, it is imperative AU faculty and administrators remain engaged with peers through professional and collegial associations and share best practices. HQ AU/CFA is the lead agent to prepare the university for reaffirmation of accreditation and will use the AU Academic Corporate Process to accomplish its work.

5.1.1. To maintain accreditation, AU will undergo the full reaffirmation process every 10 years. In intervening 5 year periods an Interim Review is conducted to ensure compliance with selected requirements of SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*. Though the requirements for the Interim Review are a subset of those addressed during the decennial reaffirmation, they are addressed with the same thorough and complete evaluation and documentation of compliance. Regional accreditation organizations publish requirements for initial and reaffirmation.

5.2. Quality Enhancement Plan (QEP). The institution is required to develop and execute an acceptable QEP that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution. The QEP is executed university-wide over a five-year period. Results will be reported to the AU/CC and President, VPAA, and senior leaders through a separate annual program review. A comprehensive report to SACSCOC occurs during the Interim Review or decennial review at the completion of the official execution period.

**6. Substantive Change.** A substantive change occurs when an accredited institution significantly modifies or expands its scope, changes the nature of its affiliation, its ownership or governance, or significantly changes its educational programs from those approved at its most recent reaffirmation of accreditation. It is determined by the programs already included in the institution's approved curriculum. Generally, these require substantial additional faculty, new courses, additional library or other learning resources, new equipment or facilities and may include a different resource base. Substantive changes require review and approval by SACSCOC prior to implementation. See Commission policy, *Substantive Change for Accredited Institutions of the Commission on Colleges*, outlining the types of substantive changes, approval and notification requirements, and reporting timelines at <http://www.sacscoc.org/SubstantiveChange.asp>. If unclear as to whether a change is substantive in nature, school officials should contact HQ AU/CFA for consultation.

6.1. Organizations planning a substantive change requiring prior approval must propose them to the AU/CC and President through the AU Corporate Process. Changes will be first presented to the AU Academic Board and then to the Academic Council. If approved, they will be presented to the AU Board of Visitors prior to submission to SACSCOC. AU/CF will provide written notification of the change to the president of the regional accrediting organization six months in advance of the intended implementation of the substantive change. AU/CFA submits required documentation on behalf of the university.

6.2. Prospectus packages are due 15 April for review at the June SACSCOC Board meeting and 15 September for the December Board meeting. (Reference Attachment 2 for reporting requirements). Reportable changes include but are not limited to:

6.2.1. Any change in the legal status, form of control, organizational alignment, ownership of the institution, mergers, or consolidations. (See attachment 1 for content of prospectus).

6.2.2. Any change in the established mission or objectives of the institution.

6.2.3. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution. Initiating programs or courses offered through contractual arrangements or consortium with other institutions.

6.2.4. Initiating an off-campus site, branch campus, or distance learning program. This includes sites a student must attend in order to access electronically-delivered instruction.

6.2.4.1. Establishing an additional location geographically separated from the main campus at which the institution offers at least 50% of an educational program.

6.2.4.2. Relocating an approved off-campus site within the same area.

6.2.5. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.

6.2.6. Changing the length of the program.

- 6.2.6.1. A change from clock hours to credit hours.
- 6.2.6.2. A substantial increase in the number of clock or credit hours awarded for successful completion of the program.
- 6.2.7. The acquisition of any other institution or any program or location of another institution.
- 6.2.8. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution.
- 6.2.9. Closing a program, site, branch or the institution.
  - 6.2.9.1. Notify SACSCOC as soon as the decision is made.
    - 6.2.9.1.1. Submit a Teach-out Plan at least 3 months in advance for approval.
    - 6.2.9.2. A Teach-out Plan is a written plan developed by an institution that provides for the equitable treatment of students if a program, or an institutional location that provides 50% or more of at least one program, ceases to operate before all students have completed their program of study. It may include a teach-out agreement between institutions if they are accredited by different bodies. Include:
      - 6.2.9.2.1. Effective date of closure (no new students admitted).
      - 6.2.9.2.2. How students, faculty and staff were notified of intent to close.
      - 6.2.9.2.3. How students were counseled on completing studies.
      - 6.2.9.2.4. Additional costs to students and how students were notified of them (if applicable).
      - 6.2.9.2.5. How faculty and staff were reassigned or employed.
      - 6.2.9.2.6. Include any teach-out agreement with other institutions.
- 6.2.10. Addition of courses that represent a significant departure either in content or method of delivery, from those offered when last evaluated.
  - 6.2.10.1. The addition of any program that leads to a credential, (certificate, certification, diploma or degree) if the credential is in an area where the institution does not currently have a program of is significantly different from existing programs. If the courses for the credential are taken from the approved curriculum, it is not a substantive change requiring notification to SACSCOC.
- 6.2.11. Changing the instructional delivery methods of a program from face-to-face classroom instruction to distance education. If less than 25% of the credit hours that can be earned for the program are offered via distance education, it is not considered a reportable substantive change. If enough courses are offered that a student may earn

between 25 and 49 percent of the program's credit hours, it is a substantive change. Notification must be made to SACSCOC before the program exceeds the 25% threshold. If it is a new DL program, changes to fifty percent or more of the curriculum awarding credit hours requires a full prospectus and site visit by SACSCOC.

6.2.11.1. For all degree programs offered through distance or correspondence education, the programs embody a coherent course of study that is compatible with the institution's mission and is based upon fields of study appropriate to higher education.

6.2.11.2. For all courses offered through distance or correspondence education, the institution employs sound and acceptable practices for determining the amount and level of credit awarded and justifies the use of a unit other than semester credit hours by explaining it equivalency.

6.2.12. If a student may earn 50 percent or more of a program's credit hours at an off-campus site or via distance delivery (for the first such program), the institution must notify the Commission and submit a prospectus for approval at least six months in advance for a new site and at least three months in advance for distance learning.

6.2.12.1. Approval of an off-campus site will be for a maximum of five years. A sunset date will be included in the approval letter. The sites will be reviewed again at the next Fifth Year Interim Review or decennial review, whichever comes first.

6.2.12.2. If a particular program has been approved to be offered concurrently at three off-campus instructional sites, the institution may submit a modified prospectus for the fourth and subsequent sites to offer the same program. Include: faculty roster, and a description of each of the following: discipline-specific library resources, student support services, physical resources, and courses to be offered at the site.

6.2.12.3. Once an institution has been approved to offer 50% or more of the first program's credits through distance learning, no additional prospectus is required.

6.2.12.4. For the addition of significantly different, but already approved programs, to the list of distance offerings, a letter of notification should be submitted before the programs are offered.

6.2.12.5. The institution must demonstrate that the student who registers in a distance learning or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit. Verification of student identity can be demonstrated by such methods as a secure login and pass code, proctored examinations, new other technologies and practices effective for verifying student identification.

6.2.12.6. The institution offering distance or correspondence education must ensure that it reports accurate headcount enrollment on its annual Institutional Profile submitted to the Commission.

6.2.12.7. Institutions must ensure that their distance and correspondence education courses and programs comply with the Principles of Accreditation. This applies to all educational programs and services, wherever located or however delivered.

6.3. Due to the number of changes in the Community College of the Air Force (CCAF) and its affiliated schools, CCAF will supplement this instruction with a school-level process.

**7. Specialized Accreditation.** The Air War College (AWC) and the Air Command and Staff College (ACSC) participate in the Process for Accreditation of Joint Education (PAJE) to award JPME I and JPME II credit to graduates. Select programs within the AFIT Graduate School of Engineering and Management are accredited by ABET. All organizations of Air University are encouraged to seek, obtain, and maintain relevant accreditation opportunities beyond those provided by SACSCOC which illustrate the strength and quality of our university program offerings, however, they cannot be duplicative of existing accreditations. All new accreditation actions must be coordinated through AU/CF prior to submitting a proposal to the accrediting body.

DAVID S. FADOK, Lt Gen, USAF  
Commander and President, Air University

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFI 36-2302\_AUSUP, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*, 4 June 2008

*The Principles of Accreditation: Foundations for Quality Enhancement*, SACSCOC, 2012

*Substantive Change for Accredited Institutions of the Commission on Colleges*, SACSCOC, December 2012

AUI 36-105, *Responsibilities for Faculty Development and Enrichment*, 9 February 2009

AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*, 22 October 2003 (will convert to AUI 36-2622)

AUI 23-2312, *Air University Assessment Programs*, 16 November 2011

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AETC**—Air Education and Training Command

**AFIT**—Air Force Institute of Technology

**AU**—Air University

**CCAF**—Community College of the Air Force

**EDED**—US Department of Education

**NACIQI**—National Advisory Committee on Institutional Quality and Integrity

**NCA-HLC**—North Central Association Higher Learning Commission

**OMB**—Office of Management and Budget

**PAJE**—Process for Accreditation of Joint Education

**QEP**—Quality Enhancement Plan

**SACSCOC—Southern Association of Colleges and Schools, Commission on Colleges**

## Attachment 2

## POLICY ON SUBSTANTIVE CHANGE REPORTING MATRIX

Table A2.1. Policy on Substantive Change Reporting Matrix

Types of Change	Procedure	Prior Notification	Time Frame for Contacting SACSCOC	Prior Approval Required	Documentation
Initiating coursework or programs at a different level than currently approved	1	Yes	12 months	Yes	Application of Level Change  Due Dates: 15 April or 01 October
Expanding at current degree level (significant departure from current programs)	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus	1	Yes	6 months	Yes	Prospectus
Initiating a certificate program at short notice at AF request using existing approved courses	NA	NA	NA	NA	None
Initiating a certificate program at short notice at AF request, at a new off-campus site (for previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating a certificate program at short notice at AF request, at a new off-campus site (that is significantly different from previously approved)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus

programs)					
Initiating other certificate programs using existing approved courses	NA	NA	NA	NA	None
Initiating other certificate programs at a new off-campus site (previously approved program)	1	Yes	6 months	Yes	Prospectus
<b>Types of Change</b>	<b>Procedure</b>	<b>Prior Notification</b>	<b>Time Frame for Contacting SACSCOC</b>	<b>Prior Approval Required</b>	<b>Documentation</b>
Initiating another certificate program that is a significant departure from previously approved programs (such as new AFSC, SEI or other functional related programs)	1	Yes	6 months	Yes	Prospectus
Altering significantly the educational mission of the institution	1	Yes	6 months	Yes	Prospectus
Initiating joint or dual degree with another institution (See SACSCOC <i>Collaborative Academic Arrangements: Policy and Procedures</i> ). Joint programs with another SACSCOC accredited institution	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
Joint programs with another	1	Yes	6 months	Yes	Prospectus

institution not accredited by SACSCOC					
Dual programs	2	Yes	Prior to implementation	No	Copy of signed agreement and contact information for each institution
Initiating off-campus sites where students can obtain 50% or more credit hours toward program	1	Yes	6 months	Yes	Prospectus
Initiating off-campus sites where students can obtain 25%-49% credit toward program	2	Yes	Prior to implementation	No	Letter of notification
Initiating off-campus sites where students can obtain 24% or less credit hours toward program	NA	NA	NA	NA	None
Expanding program offerings at previously approved off-campus sites: Adding programs that are significantly different from current programs <i>at the site</i>	2	Yes	Prior to implementation	No	Letter of notification
Expanding program offerings at previously approved off-campus sites: Adding programs that are NOT significantly different from current programs	NA	NA	NA	NA	None

<i>at the site</i>					
Altering significantly the length of a program	1	Yes	6 months	Yes	Prospectus
<b>Initiating Distance Learning.</b> Offering 50% or more of a program for the first time. (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs).	1	Yes	6 months	Yes	Prospectus
Offering 25%-49% via Distance Learning	2	Yes	Prior to implementation	No	Letter of notification
Offering 24% or less via Distance Learning	NA	NA	NA	NA	None
<b>Types of Change</b>	<b>Procedure</b>	<b>Prior Notification</b>	<b>Time Frame for Contacting SACSCOC</b>	<b>Prior Approval Required</b>	<b>Documentation</b>
Initiating programs or courses offered through contractual agreements or consortium	2	Yes	Prior to implementation	No	Letter of notification and copy of signed agreement
Initiating a merger/ Consolidation with another institution	See SACSCOC policy on <i>Mergers, Consolidation and Change of Ownership</i>	Yes	6 months	Yes	Prospectus  Due dates: 15 April or 01 October
Changing	See	Yes	6 months	Yes	Prospectus

governance, ownership, control or legal status of an institution	SACSCOC policy on <i>Mergers, Consolidation and Change of Ownership</i>				Due dates: 15 April or 01 October
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Moving an off-campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	No	Letter of notification with new address and starting date
Changing from clock hours to credit hours	1	Yes	6 months	Yes	Prospectus
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus
Closing a program, approved off-site campus, branch campus or institution: Institution to teach-out its own students	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan included with letter of notification
Institution closes and contracts with another institution to teach-out students (Teach Out Agreement)	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification
<b>Types of Change</b>	<b>Procedure</b>	<b>Prior Notification</b>	<b>Time Frame for Contacting SACSCOC</b>	<b>Prior Approval Required</b>	<b>Documentation</b>
Acquiring any program or site from another institution	See SACSCOC policy on Mergers, Consolidation and Change of Ownership	Yes	6 months	Yes	Prospectus

<p>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</p>	<p>See SACSCOC policy on Mergers, Consolidation and Change of Ownership</p>	<p>Yes</p>	<p>6 months</p>	<p>Yes</p>	<p>Prospectus</p>
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