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| Amarillo College Process to Ensure Timely Notification of Substantive Changes (Revised 4-10-13) |
| # | Types of Change | Procedure | Prior Notification Required | Time Frame for Contacting COC | Prior Approval Required | Documentation | FLAGS to Prompt Notification to SACSCOC to Avoid Future Unreported Substantive Changes at Amarillo College and Additional Requirements | ALERTS & APPROVALS REQUIRED |
| 1 | **Initiating coursework or programs at a different level than currently approved** | 1 | N/A | N/A | Yes | Application for Level Change **Due Dates:** April 15 or September 15 | The initial flag will be the President holding discussions with university and state leaders regarding AC offering baccalaureate degrees or a significant portion of a baccalaureate degree (e.g. 3 years at AC + 1 year at a university for a B.A./B.S.). The Vice President of Academic Affairs (VPAA) will seek input from the Dean’s Council and/or the Curriculum Committee and must approve such an arrangement. The President’s Cabinet will review and determine whether a recommendation for a level change should be submitted to the Board of Regents. If the President’s Cabinet approves this arrangement, the President and VPAA may recommend the level change to the Board of Regents. Upon the approval by the Board of Regents, the accreditation liaison will submit a formal application for level change to SACSCOC prior to the proposed implementation date. Amarillo College must await approval from SACSCOC before implementing such a change.  | 1.) President;2.) Vice President of Academic Affairs; 3.) Dean’s Council; 4.) Curriculum Committee; 5.) President's Cabinet; 6.) Board of Regents7.) Accreditation Liaison |
| 2 | **Expanding at current degree level (significant departure from current programs)** | 1 | Yes | 6 months | Yes | Prospectus | The initial flag will be the proposal submission from the appropriate dean to AC's Curriculum Committee to offer any new program in a discipline or field which is not currently offered at AC. All proposals to the Curriculum Committee require the completion of the Curriculum Revision Form. The approval by the Curriculum Committee and the subsequent approval by the Vice President of Academic Affairs (VPAA) are required. The VPAA will make a recommendation to the Board of Regents regarding new programs. Upon the approval for any significantly different associate or certificate programs by the Board of Regents, the VPAA must alert the accreditation liaison that a current degree level has been expanded and that a prospectus must be submitted to SACSCOC 6 months in advance of the planned implementation. Amarillo College must await approval from SACSCOC before implementing such a change. | 1.) Dean;2.) Curriculum Committee; 3.) Vice President of Academic Affairs; 4.) Board of Regents;5.) Accreditation Liaison |
| 3 | **Initiating a branch campus** | 1 | Yes | 6 months | Yes | Prospectus | The initial flag will be the discussion between the AC President and community representatives, from a taxing entity within AC's service area, regarding the initiation of a potential new branch campus. The President, President’s Cabinet, and the Board of Regents will discuss the potential for the new branch campus should a maintenance tax within that community be passed. Once such a maintenance tax passes, the Board of Regents must approve the establishment of the branch campus. Upon the Board’s approval, the accreditation liaison will submit a prospectus to SACSCOC regarding the proposed branch campus at least 6 months in advance of the campus’ intended opening. Amarillo College must await approval from SACSCOC before opening the campus. AC will anticipate a site visit from SACSCOC within 6 months of the campus opening if the college meets any of the following conditions: less than 3 branch campuses have been approved, the college has been placed on a negative action, or the college has not had a proven record of effective educational over-sight of additional locations. | 1.) President; 2.) Community Representatives from Taxing Entity 3.) President’s Cabinet;4.) Board of Regents;5.) Maintenance Tax6.) Accreditation Liaison |

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| 4 | **Initiating a certificate program at employers request and on short notice** |
| …using existing approved courses | N/A | N/A | N/A | N/A | N/A |  |  |
| …at a new off-campus site (previously approved program) | 1 | N/A | N/A | Yes | Modified Prospectus | The initial flag will be the Vice President of Academic Affairs (VPAA) or designee holding discussions with one or more employers regarding initiating workforce certificate programs. The VPAA will propose the new off-campus site location to the President’s Cabinet. The President’s Cabinet must approve initiating offerings for a workforce certificate (previously approved AC program) at a new off-campus site and must receive approval from the Board of Regents. The Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the VPAA that can calculate whether 25% or more of a certificate will be available at this new proposed location. Once 25% or more of any certificate is proposed to be offered at this site, the accreditation liaison must alert SACSCOC prior to implementation at this new off-campus site. Prior to offering programs at this new site the accreditation liaison will collaborate with a designee (e.g. Dean) assigned by the VPAA to develop and complete a modified prospectus as required by SACSCOC. AC must await approval from SACSCOC before offering programs at this site. | 1.) Vice President of Academic Affairs; 2.) Employers; 3.) President’s Cabinet;4.) Board of Regents5.) Chief Information Officer or Designee6.) Accreditation Liaison; 7.) Dean or Designee Assigned by the Vice President of Academic Affairs  |
| …that is significant departure from previously approved programs | 1 | Yes | 6 months | Yes | Modified Prospectus | The initial flag will be the Vice President of Academic Affairs (VPAA) or designee holding discussions with one or more employers regarding initiating workforce certificate programs that are significantly different from other AC programs. The VPAA will propose the programs to the Dean’s Council and/or the Curriculum Committee. The VPAA is responsible for the approval of any instructional programs and may propose such offerings to the Board of Regents. Upon approval by the Board of Regents, the accreditation liaison must alert SACSCOC prior to the implementation of the certificates which are significantly different from other AC programs. The accreditation liaison will collaborate with a designee (e.g. Dean) assigned by the VPAA to develop and submit a modified prospectus as required by SACSCOC. AC must await approval from SACSCOC before offering programs at this site. | 1.) Vice President of Academic Affairs or Designee; 2.) Employers;3.) Dean’s Council;4.) Curriculum Committee; 5.) Board of Regents;6.) Accreditation Liaison; 7.) Dean or Designee Assigned by the Vice President of Academic Affairs  |

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| 5 | **Initiating other certificate programs** |
| **…**using existing approved courses | N/A | N/A | N/A | N/A | N/A |  |  |
| …at a new off-campus site (previously approved program) | 1 | N/A | N/A | Yes | Prospectus | The initial flag will be the Vice President of Academic Affairs (VPAA) or designee holding discussions regarding initiating other certificate programs at a new off-campus site. The VPAA will propose the new off-campus site location to the President’s Cabinet. The President’s Cabinet must approve initiating offerings for a certificate (previously approved AC program) at a new off-campus site and receive the approval by the Board of Regents. The Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the VPAA that can calculate whether 25% or more of a certificate will be available at this new location. Once 25% or more of any certificate is proposed to be offered at a site, the accreditation liaison must alert SACSCOC prior to implementation at this new off-campus site. Prior to offering programs at this new site the accreditation liaison will collaborate with a designee (e.g. Dean) assigned by the VPAA to complete a prospectus as required by SACSCOC. AC must await approval from SACSCOC before offering programs at this site. | 1.) Vice President of Academic Affairs; 2.) President’s Cabinet 3.) Board of Regents4.) Chief Information Officer or Designee5.) President’s Cabinet; 6.) Accreditation Liaison; 7.) Dean or Designee Assigned by the Vice President of Academic Affairs  |
| …that is a significant departure from previously approved programs | 1 | Yes | 6 months | Yes | Prospectus | The initial flag will be the Vice President of Academic Affairs (VPAA) or designee holding discussions regarding initiating certificate programs that are significantly different from other AC programs. The VPAA will propose the programs to the Dean’s Council and/or the Curriculum Committee. The VPAA is responsible for the approval of any instructional programs and may propose such offerings to the Board of Regents. Upon approval by the Board of Regents, the accreditation liaison must alert SACSCOC prior to the implementation of certificates which are significantly different from other AC programs. The accreditation liaison will collaborate with a designee (e.g. Dean) assigned by the VPAA to develop and submit a letter of notification to SACSCOC and complete a prospectus as required by SACSCOC. AC must await approval from SACSCOC before offering programs at this site. | 1.) Vice President of Academic Affairs or Designee; 2.) Dean’s Council;3.) Curriculum Committee; 4.) Board of Regents;5.) Accreditation Liaison; 6.) Dean or Designee Assigned by the Vice President of Academic Affairs  |

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| 6 | **Altering significantly the educational mission of the institution** | 1 | N/A | N/A | Yes | Contact Commission Staff (Note: Editorial changes in language of mission are **not** substantive and do not need to be reported) | During each five-year strategic plan revision, the Chief of Planning and Advancement will lead a college-wide review with various stakeholders regarding the mission. The President's Cabinet will consider revisions to the mission during the strategic plan process and prior to the Board's annual review of the mission. Each strategic plan revision and the Board of Regent’s annual review of the mission at the June meeting will include recommendations from the President. The Board of Regents has the responsibility for setting the College's mission. If the Board approves a mission that is significantly different than the current mission, the accreditation liaison will contact the commission staff regarding documentation needs in advance of the implementation of the new mission. AC must await formal approval by SACSCOC before officially publishing the new educational mission. | 1.) Chief of Planning and Advancement;2.) College Stakeholders; 3.) President and President's Cabinet; 4.) Board of Regents;5.) Accreditation Liaison |
| 7 | [**Initiating joint or dual degrees with another institution. (See "Agreements Involving Join and Dual Academic Awards.")**](http://www.sacscoc.org/pdf/AgreementsInvolvingDualandJointAwards.pdf) |
| \*joint Programs with another SACSCOC accredited institution | 2 | Yes | Prior to Implementation | N/A | Copy of Signed Agreement and Contact Information for Each Institution | The initial flag will be the discussion between the President and the CEOs of SACSCOC accreditation institution(s) regarding plans to pursue the offering of a joint educational program that awards a credential to completers which includes the names, seals and signatures of each participating institution. The President’s Cabinet will review proposed educational joint programs and determine whether to recommend such an arrangement to the Board of Regents. Such a joint educational program will require approval by AC's Board of Regents and the governing bodies of the other participating institution/s. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Upon approval by all participating institution’s governing board(s), the accreditation liaison will submit a letter of notification to SACSCOC including contact information for each participating institution, a signed copy of the agreement, and all other required commitments and documentation required by SACSCOC for such a joint educational program. This letter of notification will be submitted prior to the implementation of the proposed joint educational program.  | 1.)President; 2.) CEO and Governing Body of SACSCOC Accredited Institution; 3.) President's Cabinet; 4.) Board of Regents; 5.) Vice President of Business Affairs;6.) Accreditation Liaison  |

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| 7 C O N T I N U E D | [**Initiating joint or dual degrees with another institution. (See "Agreements Involving Join and Dual Academic Awards.")**](http://www.sacscoc.org/pdf/AgreementsInvolvingDualandJointAwards.pdf) |
| \*joint Programs with an institution not accredited by SACSCOC | 1 | Yes | 6 months | Yes | Prospectus | The initial flag will be the discussion between AC's President and the CEOs of partner institutions which are accredited by a USDE-recognized accreditor other than SACSCOC regarding the plans to pursue the offering of a joint educational program that awards a credential to completers which includes the names, seals, and CEO signatures of each participating institution. The President’s Cabinet will review proposed educational joint programs and determine whether to recommend such an arrangement to the Board of Regents. Such a joint educational program will require approval by AC's Board of Regents and the governing bodies of the other participating institution/s. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Upon approval by all participating institutions' governing board(s), the accreditation liaison will submit a letter of notification including the statement of intent, contact information for each participating institution, and a signed copy of the agreement to SACSCOC. After submitting this letter of notification, the accreditation liaison will also submit a prospectus and all ensuing commitments and documentation required for such a joint educational program to SACSCOC at least 6 months prior to the proposed implementation date. AC must await approval from SACSCOC before implementing such a program.  | 1.)President; 2.) CEO and Governing Body of USDE-Recognized Accreditor other than SACSCOC; 3.) President's Cabinet; 4.) Board of Regents;5.) Vice President of Business Affairs; 6.) Accreditation Liaison  |
| \*dual Programs | 2 | Yes | Prior to Implementation | No | Copy of Signed Agreement and Contact Information for Each Institution | The initial flag will be the discussion between the President and one or more CEOs of institutions to pursue offering a dual program where each institution awards a separate credential bearing only that institution’s name, seal, and signatures. The President’s Cabinet will review proposed educational dual programs and determine whether to recommend such an arrangement to the Board of Regents. Since Amarillo College contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain the signatures for such a contract. Such a dual program requires the approval of AC's Board of Regents and the governing bodies of the other participating institution(s). Upon approval of all participating institution’(s) governing board(s), AC’s accreditation liaison will submit a letter of notification to SACSCOC that includes the contact information for each participating institution and a signed copy of the agreement. This letter of notification will be submitted prior to the implementation of a dual program.  | 1.)President; 2.) CEO of Other Institution/s 3.) President’s Cabinet; 4.) Board of Regents;5.) Vice President of Business Affairs;6.) Accreditation Liaison  |

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| 8 | **Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school)** |
| \*students can obtain 50 or more credits toward program | 1 | N/A | N/A | Yes | Prospectus | The initial flag will be any recommendation from the Vice President of Academic Affairs (VPAA) to the President’s Cabinet to offer credit courses at a new off-campus site including dual-credit high schools and business/industry sites. Upon the approval by the President’s Cabinet, a recommendation will be submitted to the Board of Regents for approval. Upon approval by the Board, the Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the VPAA that will calculate whether 50% or more of a degree and/or certificate will be available at this new location. Once 50% or more of any degree and/or certificate is proposed to be offered at a site, the accreditation liaison must alert SACSCOC prior to implementation. The accreditation liaison in collaboration with the VPAA or designee will submit a prospectus in advance of offering 50% or more of any degree/certificate at the off-campus site. AC must await approval from SACSCOC before initiating such a change. | 1.) Vice President of Academic Affairs;2.) President and President’s Cabinet; 3.) Board of Regents;4.) Chief Information Officer; 5.) Accreditation Liaison;6.) Vice President of Academic Affairs or Designee |
| \*students can obtain 25-49 percent of credit toward program | 2 | Yes | Prior to Implementation | N/A | Letter of Notification | The initial flag will be any recommendation from the Vice President of Academic Affairs (VPAA) to the President’s Cabinet to offer credit courses at a new off-campus site including dual-credit high schools and business/industry sites. Upon the approval by the President’s Cabinet, a recommendation will be submitted to the Board of Regents for approval. Upon approval by the Board, the Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the VPAA that will calculate whether 25-49% of a degree and/or certificate will be available at this new location. Once 25-49% of any degree and/or certificate is proposed to be offered at this site, the accreditation liaison must alert SACSCOC prior to implementation. The accreditation liaison in collaboration with the VPAA or designee will submit a letter of notification prior to offering 25-49% of any degree/certificate at an off-campus site.  | 1.) Vice President of Academic Affairs;2.) President and President’s Cabinet; 3.) Board of Regents;4.) Chief Information Officer; 5.) Accreditation Liaison;6.) Vice President of Academic Affairs or Designee |
| \*students can obtain 24 percent or less of credit toward program | N/A | N/A | N/A | N/A | N/A |  |  |

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| 9 | **Expanding program offerings at previously approved off-campus sites** |
| \*adding programs that are significantly different from current programs at the site | N/A | N/A | N/A | N/A | N/A |  |   |
| \*adding programs that are NOT significantly different from current programs at the site | N/A | N/A | N/A | N/A | N/A |  |  |
| 10 | **Altering significantly the length of a program** | 1 | N/A | N/A | Yes | Prospectus | The initial flag will be the proposal submission from a dean to AC's Curriculum Committee that recommends significant adjustments in credit/contact hours for current programs. All proposals to the Curriculum Committee require the completion of the Curriculum Revision Form. The approval by the Curriculum Committee and the subsequent approval by the Vice President of Academic Affairs (VPAA) is required if such a proposal is to move forward. Any significant change (e.g. dramatically increasing or decreasing the number of credit or contact hours within a program) must receive approval from the Board of Regents and the THECB. THECB approval will be the flag for the accreditation liaison to collaborate with the VPAA or designee to submit a prospectus to SACSCOC in advance of implementation. AC must await approval from SACSCOC before significantly altering the length of a program.  | 1.) Dean;2.) Curriculum Committee; 3.) Vice President of Academic Affairs; 4.) Board of Regents; 5.) THECB Approval; 6.)Accreditation Liaison  |

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| 11 | **Initiating Distance Learning** |
| \*offering 50 percent or more of a program for the first time) | 1 | N/A | N/A | Yes | Prospectus | Since AC has already received approval for a distance learning substantive change which included programs that had 50% or more via distance learning, Amarillo College has completed all substantive change prospectus requirements for distance learning. However, any program proposed to be offered at AC in a distance learning delivery mode and deemed significantly different than approved programs (e.g. at least one technical program delivered at 50% online) will require a letter of notification, but no prospectus to SACSCOC prior to the program’s implementation. The Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the Vice President of Academic Affairs (VPAA) that will calculate whether 50% or more of a certificate will be available via online delivery. The VPAA is responsible for alerting the accreditation liaison in advance of any such significantly different online programs that would reach 50% or more prior to offering the program at that percentage. The accreditation liaison will then submit a prospectus to SACSCOC. AC must await approval from SACSCOC before offering these proposed programs for the first time. | 1.) Chief Information Officer or Designee;2.) Dean;3.) Vice President of Academic Affairs; 4.) Accreditation Liaison |
| \*offering 25-49 Percent | 2 | Yes | Prior to Implementation | No | Letter of Notification | Any program proposed to be offered at AC in a distance learning delivery mode and deemed significantly different than approved programs (e.g. at least one technical program at 25-49% online) will require a letter of notification to SACSCOC prior to the implementation of this program at 25-49% online. The Chief Information Officer or designee will ensure that an automated computer application is accessible to each dean and the Vice President of Academic Affairs (VPAA) that will calculate whether 25-49% of a certificate will be available via online delivery. The VPAA is responsible for alerting the accreditation liaison in advance of any such significantly different online programs that would be offered at 25-49% prior to offering the program at that percentage. The accreditation liaison will then submit a letter of notification to SACSCOC. AC must send a letter of notification to SACSCOC for sites offered at 25-49% prior to implementation. | 1.) Chief Information Officer or Designee;2.) Dean;3.) Vice President of Academic Affairs; 4.) Accreditation Liaison |
| \*offering 24 percent or less | N/A | N/A | N/A | N/A | N/A |  |  |

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| 12 | **Initiating programs or courses through contractual agreement or consortium** | 2 | Yes | Prior to Implementation | N/A | Letter of Notification and Copy of Signed Agreement | The initial flag will be the President's discussion with a CEO of another institution or consortium to consider initiating degree or certificate programs or courses through a contractual agreement or consortium. The President will discuss offering programs or courses through a contractual agreement with the President’s Cabinet. Upon approval by the President’s Cabinet, the Vice President of Academic Affairs (VPAA) is responsible for approving such instructional contractual and/or consortium arrangements. Upon the approval of the VPAA, a recommendation will be submitted to the Board of Regents for approval. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Should the Board of Regents approve such an arrangement, the accreditation liaison will be alerted to submit a letter of notification including the signed contractual agreement to SACSCOC prior to the implementation of offering such programs and/or courses.  | 1.) President; 2.) CEO of another Institution or Consortium; 3.) President’s Cabinet;4.) Vice President of Academic Affairs; 5.) Board of Regents;6.) Vice President of Business Affairs; 7.) Accreditation Liaison  |
| 13 | **Entering into a contract with an entity not certified to participate in USDOE Title IV programs** |
| …if the entity provides 25% or more of an educational program offered by the COC accredited institution | 1 | N/A | N/A | Yes | Prospectus | The initial flag will be the President's discussion with the CEO of an institution that is not certified to participate in USDOE Title IV programs regarding the possibility of allowing that institution to provide 25% or more of at least one AC degree or certificate program. The President will discuss offering programs or courses through contractual agreements with the President’s Cabinet. Upon approval by the President’s Cabinet, the Vice President of Academic Affairs (VPAA) is responsible for approving such instructional contractual and/or consortium arrangements. Upon the approval by the VPAA, the proposal will be sent to the Board of Regents for approval. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Should the Board of Regents approve such an arrangement, the accreditation liaison will be alerted to submit a prospectus prior to implementation. The proposal to SACSOC will include the signed contractual agreement for offering such programs and/or courses. In addition, the Board of Regent’s approval will also be a flag to submit a prospectus to the THECB. Amarillo College must receive approval from SACSCOC before the contract can be implemented.  | 1.) President; 2.) CEO of another Institution or Consortium not USDOE Title IV Certified; 3.) President’s Cabinet; 4.) Vice President of Academic Affairs; 5.) Board of Regents;6.) Vice President of Business Affairs; 7.) Accreditation Liaison; 8.) THECB |

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| 13CONTINUED | **Entering into a contract with an entity not certified to participate in USDOE Title IV programs** |
| …if the entity provides less than 25% of an educational program offered by the accredited institution | 2 | Yes | 6 months | No | Copy of the Signed Agreement | The initial flag will be the President's discussion with the CEO of another institution that is not an entity certified to participate in USDOE Title IV programs regarding the possibility of allowing that institution to provide less than 25% of an AC degree or certificate program. The President will discuss offering programs or courses through contractual agreements with the President’s Cabinet. Upon approval by the President’s Cabinet, the Vice President of Academic Affairs (VPAA) is responsible for approving such instructional contractual and/or consortium arrangements. Upon the approval by the VPAA, the proposal will be sent to the Board of Regents for approval. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Should the Board of Regents approve such an arrangement, the accreditation liaison will be alerted to submit a letter of notification including the signed contractual agreement to SACSCOC at least 6 months in advance to the implementation of offering such programs and/or courses. In addition, approval by the Board will be the flag to submit notification to the THECB of the proposed implementation.  | 1.) President; 2.) CEO of another Institution or Consortium not USDOE Title IV Certified; 3.) President’s Cabinet; 4.) Vice President of Academic Affairs; 5.) Board of Regents;6.) Vice President of Business Affairs; 7.) Accreditation Liaison; 8.) THECB |
| 14 | **Initiating a merger/ consolidati-on with another institution** | [See SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval.”](http://www.sacscoc.org/subchg/policy/Mergers.pdf) | Yes | 6 months | Yes | Prospectus **Due Dates**: April 15 or September 15  | The initial flag for a possible merger or consolidation will involve the President discussing such changes with another institution's leadership and/or Board or State of Texas representatives. The President and the President’s Cabinet will discuss the possibility of initiating a merger/consolidation with another institution. Upon the recommendation of the President’s Cabinet, the President will propose such a merger/consolidation to the Board of Regents. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Upon approval by Amarillo College’s Board of Regents and the participating institution’s governing board(s), the accreditation liaison will submit a letter of notification and prospectus to SACSCOC at least 6 months in advance. This prospectus will include contact information for each participating institution, a signed copy of the agreement, and all other required commitments and documentation required by SACSCOC. In addition, AC must await approval from SACSCOC before implementing the merger/consolidation. A Substantive Change Committee will visit AC within 6 months of implementation. | 1.) President; 2.) Another Institution’s Leadership or Board of Texas Representatives 3.) President's Cabinet; 4.) Board of Regents; 5.) Vice President of Business Affairs;6.) Accreditation Liaison;  |

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| 15 | **Changing governance, ownership, control, or legal status of an institution** | [See SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval.”](http://www.sacscoc.org/subchg/policy/Mergers.pdf) | Yes | 6 months | Yes | Prospectus **Due Dates**: April 15 or September 1 | The initial flag for any proposed change in governance, ownership, control, or legal status of AC is when discussions occur between the President and the Board of Regents regarding such an event. The President will review the potential changing governance, ownership, control, or legal status of AC with the President’s Cabinet and will provide recommendations to the Board of Regents. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such contractual and/or legal documents .The approval by the Board of Regents will be the flag that alerts the accreditation liaison to submit a letter of notification and prospectus to SACSCOC at least 6 months in advance of the proposed implementation date. AC must await approval from SACSCOC before implementing the change.  | 1.) President; 2.) Board of Regents;3.) President's Cabinet; 4.) Vice President of Business Affairs; 5.) Accreditation Liaison  |
| 16 | **Relocating a main or branch campus** | 1 | Yes | 6 months | Yes | Prospectus | The initial flag for any relocation of an AC main or branch campus will be when discussions occur between the President and President’s Cabinet regarding the proposed move. In the case of a branch campus, the Branch Campus Advisory Committee will also determine whether or not to recommend the relocation. The AC President will recommend all proposed relocations to the Board of Regents. Upon approval for relocation by the Board, the accreditation liaison will submit a letter of notification and prospectus to SACSCOC at least 6 months in advance of the proposed implementation date. AC must await approval before opening the new location.  | 1.) President;2.) President’s Cabinet; 3.) Branch Campus Advisory Committee; 4.) Board of Regents;5.) Accreditation Liaison |
| 17 | **Moving an off-campus instruction-al site (serving the same geographic area)** | 2 | Yes | Prior to implementation | N/A | Letter of notification with new address and starting date | SACSCOC must be notified of the relocation of an off-campus instructional site (including dual-credit locations) for which 25% or more of any degree/certificate program is located. The initial flag will be when the Dual Credit Coordinator and/or the Vice President of Academic Affairs (VPAA) notify the President’s Cabinet that a move of an off-campus site (serving the same geographic area) is pending. The accreditation liaison will prepare a letter of notification (including the new address and starting date) to SACSCOC prior to offering classes at that location. To ensure timely notifications, the Dual Credit Coordinator and/or the VPAA will notify the persons responsible for off-campus sites that they must annually notify AC of any plans to move instructional sites.  | 1.) Dual Credit Coordinator; 2.) Vice President of Academic Affairs;3.) President’s Cabinet; 4.) Accreditation Liaison;5.) Notification by Persons Responsible for Off-Campus Sites |

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| 18 | **Changing from clock hours to credit hours** | 1 | N/A | N/A | Yes | Justify reasons for change, indicate calculation of equivalency, and other pertinent information. | Not Applicable - Currently Credit Hours | Not Applicable |
| 19 | **Altering significantly the length of a program (Repeat of #10)** | 1 | N/A | N/A | Yes | Prospectus | [See Page 7 (#10) to view AC’s FLAGS and ALERTS. This number was repeated to remain consistent with SACSCOC documentation.](#Page_10) | [See Page 7 (#10) to view AC’s FLAGS and ALERTS. This number was repeated to remain consistent with SACSCOC documentation.](#Page_10) |
| 20 | **Initiating degree completion programs** | 1 | N/A | N/A | Yes | Prospectus | A degree completion program includes a combination of credit for experience (e.g. adults with relevant work experience and/or credit for military experience), rolling over of credit hours (e.g. relevant transfer courses) into a degree program, and accelerated delivery approaches intended to expedite the time to degree completion (e.g. accelerated format, block class times, and/or online offerings). The initial flag will be the discussion between the Vice President of Academic Affairs (VPAA), Registrar, Dean’s Council and/or Curriculum Committee regarding the implementation of a degree completion program. Should the VPAA recommend such a degree completion program, the President’s Cabinet will review the proposal. If approved, the President may recommend the proposal to the Board of Regents. Upon the approval by the Board of Regents, the accreditation liaison will develop and submit, in collaboration with the VPAA or designee, the prospectus to SACSCOC. AC must await approval from SACSCOC before implementing such a change. | 1.) Vice President of Academic Affairs; 2.) Registrar; 3.) Curriculum Committee; 4.) Dean’s Council; 5.) President’s Cabinet;6.) Board of Regents;7.) Accreditation Liaison |

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| 21 | **Closing a program, approved off-campus site, 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 | **CLOSING A PROGRAM** The initial flag for closing a program will be a recommendation by a dean to the Vice President of Academic Affairs (VPAA) or when a program appears on the low-producing program list that is annually produced by the THECB. If the VPAA recommends closing any degree/certificate programs, the recommendation must be presented to the President’s Cabinet. Should the President recommend the closing of a program, the Board of Regents will then give their verdict on whether or not to close the program. Upon the Board's approval to close a program, the accreditation liaison must immediately submit a letter of notification (including a description of the teach-out plan) to SACSCOC. AC must await approval from SACSCOC before implementing a program closure. **CLOSING AN APPROVED OFF-CAMPUS SITE OR BRANCH CAMPUS** The initial flag for closing an off-campus site (e.g. eliminating offerings at a dual credit high school or branch campus where 25% or more of a degree/certificate program is offered) will be when discussions occur between the dual credit coordinator, VPAA, AC President, and/or President’s Cabinet regarding a site’s closure. If an approved off-campus site or branch campus is closed OR AC plans to eliminate offerings at the location, the AC President and VPAA will alert the Board of Regents and seek approval for the site closure. Since some locations have contractual agreements, the Vice President of Business Affairs must develop and approve contractual obligations. Upon the approval by the Board of Regents, the accreditation liaison must immediately submit a letter of notification (including a description of the teach-out plan) to SACSCOC. AC must await approval from SACSCOC before implementing an off-campus or branch site closing. **CLOSING AN INSTITUTION** The initial flag will be the discussion between the President and the Board of Regents regarding the possible closure of Amarillo College. A thorough review and recommendations from the President’s Cabinet will also immediately be sought. Should the President propose closure, the recommendation to the Board of Regents will include a teach-out plan for all current degree or certificate-seeking students that includes a three-year completion timeline. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documents and obtain signatures for related contractual and/or legal documents. Upon approval of the closure and the teach-out plan by the Board of Regents, the accreditation liaison will submit a letter of notification to SACSCOC (including a description of the teach-out plan). AC must await approval from SACSCOC before closing.  | 1.) Dean; 2.) Vice President of Academic Affairs;3.) President4.) President’s Cabinet 5.) Board of Regents; 6.) Accreditation Liaison1.) Dual Credit Coordinator;2.) Vice President of Affairs;3.) President4.) President’s Cabinet; 5.) Vice President of Business Affairs;6.) Board of Regents;7.) Accreditation Liaison1.) President; 2.) Board of Regents;3.) President’s Cabinet;4.) Vice President of Business Affairs;5.) Accreditation Liaison  |

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| 21CONTINUED | **Closing a program, approved off-campus site, branch campus, or institution** |
| \*Institution contracts with another institution to teach out students (Teach-out Agreement) | 3 | Yes | Immediately Following Decision to Close | Yes | Description of Teach-Out Plan Included with Letter of Notification | **CLOSING A PROGRAM** The initial flag for closing a program will be a recommendation by a dean to the Vice President of Academic Affairs (VPAA) or when a program appears on the annual THECB low-producing program list. In such an instance, the AC President may explore teach-out approaches with the CEOs of other institutions. If the VPAA makes a recommendation to close any degree/certificate program and have another institution teach-out the students, the recommendation must be presented to the President’s Cabinet. If the President’s Cabinet recommends the closing of a program and a teach-out plan, the Board of Regents will then give their verdict on whether or not to close the program and contract with another institution. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documents and obtain signatures for such contractual and/or legal documents. Upon the Board's approval of the plan, the accreditation liaison must immediately submit a letter of notification (including a description of the teach-out plan and the contractual agreement) to SACSCOC. AC must await approval from SACSCOC before implementing a program closure. **CLOSING AN APPROVED OFF-CAMPUS SITE OR BRANCH CAMPUS** The initial flag for closing an off-campus site (e.g. eliminating offerings at a dual credit high school or branch campus where 25% or more of a degree/certificate program are offered) will be when discussions occur between the dual credit coordinator, VPAA, AC President, and/or President’s Cabinet regarding a site’s closure. In such instances, the AC President may explore teach-out approaches with the CEOs of other institutions. If an approved off-campus site or branch campus is closed OR AC plans to eliminate offerings at that location and it is recommended that another institution teach-out AC’s students, the AC President and VPAA will alert the Board of Regents and seek approval. Since some locations have contractual agreements, the Vice President of Business Affairs must review contractual obligations. Upon the approval by the Board of Regents, the accreditation liaison must immediately submit a letter of notification (including a description of the teach-out plan and contractual agreements) to SACSCOC. AC must await approval from SACSCOC before implementing an off-campus or branch site closing. (Continued on Page 15) | 1.) Dean; 2.) Vice President of Academic Affairs;3.) President;4.) CEOs of other institutions;5.) President’s Cabinet;6.) Vice President of Business Affairs; 7.) Board of Regents8.) Accreditation Liaison1.) Dual Credit Coordinator;2.) Vice President of Affairs;3.) President;4.) CEOs of Other Institutions;5.) President’s Cabinet;6.) Board of Regents;7.) Vice President of Business Affairs; 8.) Accreditation Liaison |

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| 21CONTINUED | **Closing a program, approved off-campus site, branch campus, or institution**  |
| \*Institution contracts with another institution to teach out students (Teach-out Agreement)ContinuedFrom Page 14 | 3 | Yes | Immediately Following Decision to Close | Yes | Description of Teach-Out Plan Included with Letter of Notification | **CLOSING AN INSTITUTION** The initial flag will be the discussion between the President and the Board of Regents regarding the possible closure of Amarillo College. In addition, the AC President may explore teach-out approaches with the CEOs of other institutions. When these discussions are initiated, the President’s Cabinet will immediately complete a thorough review of the situation and make recommendations. Should the President propose AC’s closure and recommend that another institution teach-out AC’s students, the recommendation (including a teach-out plan for all current degree or certificate-seeking students and proposed contractual agreements) must be presented to the Board of Regents. Since Amarillo College’s contractual agreements require approval by the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such contractual and/or legal documents. Upon the Board of Regents approval of the plan, the accreditation liaison will submit a letter of notification to SACSCOC (including a description of the teach-out plan and contractual agreements). AC must await approval from SACSCOC before closing.  | 1.) President;2.) Board of Regents;3.) CEOs of Other Institutions; 4.) President’s Cabinet;5.) Vice President of Business Affairs;6.) Accreditation Liaison |

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| 22 | **Acquiring any program or site from another institution** | [See SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval.”](http://www.sacscoc.org/subchg/policy/Mergers.pdf) | Yes | 6 months | Yes | Prospectus | The initial flag will be the President's discussion with a CEO of another institution to acquire one or more program(s) and/or site(s). The President will likewise discuss with the President’s Cabinet the possibility of acquiring a degree or certificate program and/or site from another institution. Further, the Vice President of Academic Affairs (VPAA), in consultation with the Dean’s Council and/or Curriculum Committee, must recommend the acquisition of any instructional program. Since Amarillo College contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop documentation and obtain signatures for such a contract. Should the President recommend the acquisition of a program and/or site, the Board of Regents must approve the acquisition and any contractual agreements. Upon approval by the Board of Regents, the accreditation liaison, in collaboration with the President, VPBA, and VPAA, will develop and submit a letter of notification and prospectus to SACSCOC at least 6 months in advance of the proposed acquisition date. In addition, AC must await approval from SACSCOC before acquiring any program or site from another institution. SACSCOC may also require a Substantive Change Site Visit prior to approving the site or within 6 months of the implementation. | 1.) President; 2.) CEO of Other Institution; 3.) President's Cabinet; 4.) Vice President of Academic Affairs; 5.) Dean’s Council;6.) Curriculum Committee; 7.) Vice President of Business Affairs;8.) Board of Regents;9.) Accreditation Liaison |
| 23 | **Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing** | [See SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval.”](http://www.sacscoc.org/subchg/policy/Mergers.pdf) | Yes | 6 months | Yes | Prospectus | The initial flag will be the President's discussion with a CEO of another institution to add a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing. The President will likewise discuss the possibility of adding such a location with the President’s Cabinet. The Vice President of Academic Affairs (VPAA), in consultation with the Dean’s Council and/or Curriculum Committee, must recommend the intended instructional uses for the proposed location. Since Amarillo College’s contractual agreements require the approval of the Vice President of Business Affairs (VPBA), the VPBA will develop and obtain signatures for such a contract. Should the President recommend the acquisition of such a site, the Board of Regents must approve the acquisition and any contractual agreements. Upon approval by the Board of Regents, the accreditation liaison, in collaboration with the President, VPBA, and VPAA, will develop and submit a letter of notification and prospectus to SACSCOC at least 6 months in advance of the proposed implementation date. In addition, AC must await approval from SACSCOC before adding any program or site from another institution. SACSCOC may require a Substantive Change Site Visit prior to approving the site or within 6 months of the implementation. | 1.) President;2.) CEO of Other Institution; 3.) President's Cabinet; 4.) Vice President of Academic Affairs5.) Dean’s Council6.) Curriculum Committee;7.) Vice President of Business Affairs;8.) Board of Regents;9.) Accreditation Liaison |
| 11/08/12 Revised Process to Ensure Consistency with SACSCOC Substantive Change Policy  |