

**Georgia State University**  
**SACSCOC SUBSTANTIVE CHANGE OUTLINE**

The following is a list of examples, but not intended to serve as a complete list of substantive changes and their appropriate timeline for notification to the Accreditation Liaison in the Office of Institutional Effectiveness.

- A. No SACSCOC notification necessary, but the Accreditation Liaison or designee tracks and may send courtesy notification to SACSCOC:
  - a. Initiating an off-campus site where students can obtain 24% or less of credits/clock hours of certificate/degree
  - b. Offering courses via distance education (no SACSCOC notification is required since GSU is already a SACSCOC approved distance education provider)
  - c. Expanding program offerings at a previously approved off-campus site
  - d. Initiating a certificate or degree program using existing approved courses
  
- B. Written SACSCOC notification prior to implementation of change (contact Accreditation Liaison two months prior to implementation):
  - a. Initiating an off-campus site where students can obtain 25-49% of credits/clock hours of certificate/degree (including dual enrollment sites)
  - b. Initiating programs/courses offered through contractual agreement or consortium including a dual or joint academic program with another institution
  - c. Relocating an approved off-campus site
  
- C. Written notification and approval prior to the last date the GSU will cease admitting new students to the program:
  - a. Inactivating (closing) a program with internal teach-out protocol
  - b. Inactivating (closing) a program with teach-out agreement with another institution
  
- D. Approval of a full prospectus (contact Accreditation Liaison nine months prior to implementation):
  - a. Offering a majority (50% or more) of the credit/clock hours needed to complete a degree, certificate or diploma at a new off-campus site
  - b. Altering significantly the length of a program (rule of thumb is increasing or decreasing the number of credit/clock hours by 25% or more)
  - c. Initiating joint or dual degrees with another institution not accredited by SACSCOC
  - d. Adding significantly different programs to the academic curriculum at the university
  - e. Initiating a new branch campus or off-campus instructional site
  - f. Relocating a campus