APPENDIX

The Content of the Substantive Change Prospectus
[Mergers, Consolidations, Change of Ownership, Acquisitions, and Change Of Governance, Control, Form, or Legal Status]

The Commission requires four copies of a prospectus. These may be submitted on paper, flash drive, CD or DVD and include all applicable information below regarding the change. Documents will not be accepted via e-mail. The document should include a concisely worded narrative with the information specified in this Appendix. A prospectus normally does not exceed 25 pages plus appendices. Please note that SACSCOC reserves the right to make amendments to the requirements outlined below for certain types of changes.

In lieu of a prospectus, SACSCOC will accept documentation submitted for approval to a system office or to a state coordinating or governing board, provided such documentation includes all the information required in a prospectus and includes an index correlating the submitted materials with the corresponding information required in a prospectus. Faculty qualifications, however, must be documented using the Faculty Roster form. Curriculum vitae in lieu of a faculty roster will not be accepted.

The following guidelines are generic; each prospectus should be tailored to focus on the specific change being proposed.

Cover Sheet for Substantive Change Prospectus

- Include name, phone number, and e-mail address of person to be contacted with questions regarding the prospectus
- Date of Implementation (See Abstract below)

1. ABSTRACT (limit to one page or less)

Describe the proposed change, the location, the projected date of implementation and factors affecting the final date, and the organizational structure of the current institution. The date of implementation listed in the prospectus shall be the official effective date of change approved by the SACSCOC Board of Trustees. This date should take into consideration the proposed date of approval by the Commission’s Board, the date of approval by the institution’s governing board, and U.S. Department of Education reporting timelines affecting Title IV funding. The date may not exceed 30 days beyond approval by the SACSCOC Board of Trustees.

2. BACKGROUND INFORMATION

Provide a clear statement of the nature and purpose of the change in the context of the institution’s mission and goals and provide evidence of the legal authority for the change (if authorization is required by the governing board or the state).

3. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

Briefly discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution’s ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the change, where appropriate.

4. DESCRIPTION OF THE CHANGE

Provide a description of the proposed change, including any change in degree-granting authority. Provide an organizational chart for the proposed change. Describe the current governing board and the new governing board, listing the rosters for both. The roster should provide titles, board members’
occupations and affiliations as well as current term. Describe the current and proposed authority of the Board and address committees of the Board. Explain the role of current owners/board members in the proposed change. Provide the current and proposed conflict of interest and board dismissal statements. Describe any differences in administrative oversight of programs or services.

5. **FACULTY**

As appropriate to the change, provide a complete roster (using the Faculty Roster form at www.sacscoc.org under “Substantive Changes”) of those faculty employed to teach in the program(s), including a description of those faculty members’ academic qualifications and other experiences relevant to the courses to be taught in the program in question; the course load and teaching policies. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support programs and describe the impact of the new initiative on faculty and faculty workload.

6. **LIBRARY AND LEARNING RESOURCES**

As appropriate to the change, describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.).

7. **STUDENT SUPPORT SERVICES**

Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative.

8. **PHYSICAL RESOURCES**

Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on physical resources, facilities, and equipment.

9. **FINANCIAL SUPPORT**

Provide a business plan that includes all of the following:

- a. a description of financial resources to support the change, including a budget for the first year
- b. projected revenues and expenditures and cash flow
- c. the amount of resources going to institutions or organizations for contractual or support services
- d. the operational, management, and physical resources available for the change.

Provide contingency plans in case required resources do not materialize.

As part of the prospectus, the institution is required to submit financial audit reports and management letters for the two most recent fiscal years, and include its most recent financial aid audit. The most recent year is defined as the fiscal year ending immediately prior to the submission of this prospectus. In instances of consolidations, mergers, change of ownership, or acquisitions, the other participating institution or entity is also required to provide the audits as described above. In addition, the institution is
required to include a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year.

Include a copy of the institution’s Pre-Acquisition Application submitted to the U.S. Department of Education, if appropriate for the change, and all documents/correspondence from the institution to the USDOE and from the USDOE to the institution as pertain to the reporting of this change.

10. **EVALUATION AND ASSESSMENT**

Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs as well as using the results of evaluation to improve institutional programs, services, and operations. Explain how this change has affected your institution’s strategic planning including the development of annual campus master plans.

11. **APPENDICES**

Provide copies of documents appropriate to the change. In addition, for mergers/consolidations/acquisitions, the prospectus must include the completion of the list of all branch campuses and off-campus instructional sites that will make up the proposed new entity. For this purpose, please complete the information requested on the following pages.

**Document History**

Approved: Executive Council, June 2010

(Separate document previously part of the COC policy “Substantive Change for Accredited Institutions”)

Revised: SACSCOC Board of Trustees, June 2012

Edited: March 2014

Updated: June 2014
Comprehensive List of Off-Campus Instructional Locations and Branch Campuses for All Institutions Involved in the Merger/Consolidation/Acquisition

List all locations for all entities involved in the merger/consolidation/acquisition where 50% or more of the credit hours toward a degree, diploma, or certificate can be obtained primarily through traditional classroom instruction. Report two types of locations: (1) all off-campus instructional sites and (2) all branch campuses. The sites and branch campuses should be reported in accord with the Commission’s definitions and the directions as specified below. The new entity approved by the SACSCOC Board of Trustees will include only the sites and campuses listed on this form. The main campus of the consolidated institutions must be identified and all other formerly independent campuses should be listed on the submitted forms (if such sites are to be retained – normally as a branch campus(es)).
Listing of all Off-Campus Instructional Sites

Off-campus instructional sites—a site located geographically apart from the main campus at which the institution offers **50% or more** of its credit hours for a diploma, certificate, or degree. This includes high schools where courses are offered as part of dual enrollment. Provide the information below for all off-campus instructional sites currently a part of all of the institutions that are involved in the consolidation/merger/acquisition. **List A should include only those sites reported and approved by SACSCOC—for current SACSCOC accredited institutions.** Listing unapproved sites below does not constitute reporting them to SACSCOC. In such cases when an institution has initiated an off-campus instructional site as described above without prior approval by SACSCOC, a prospectus for approval should be submitted immediately to SACSCOC. **List B should include all sites currently a part of any non-SACSCOC accredited institution involved in the merger/consolidation/acquisition.**

**Name and Location of Main Campus**

**Proposed Name of Institution:**

**Physical Address (street, city, state, country) Do not include PO Boxes.**

**List A: To be completed for SACSCOC-accredited institution(s)**

<table>
<thead>
<tr>
<th>Name of Site</th>
<th>Physical Address (street, city, state, country) Do not include PO Boxes.</th>
<th>Date Approved by SACSCOC</th>
<th>Date Implemented by the institution</th>
<th>Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credits hours offered at each site</th>
<th>Is the site currently active? (At any time during the past 5 years, have students been enrolled and courses offered? If not, indicate the date of most recent activity.)</th>
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**List B: To be completed for any non-SACSCOC accredited institutions**

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<th>Name of Site</th>
<th>Physical Address (street, city, state, country) Do not include PO Boxes.</th>
<th>Date approved by another accrediting agency (if applicable)</th>
<th>Date Implemented by the institution</th>
<th>Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credits hours offered at each site</th>
<th>Is the site currently active? (At any time during the past 5 years, have students been enrolled and courses offered? If not, indicate the date of most recent activity.)</th>
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**Listing of all Branch Campuses**

*Branch campus*—an instructional site located geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is (1) permanent in nature, (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential, (3) has its own faculty and administrative or supervisory organization, and (4) has its own budgetary and hiring authority. **List C should include only those branch campuses reported and approved by SACSCOC.** Listing unapproved branch campuses below does not constitute reporting them to SACSCOC. A prospectus for an unapproved branch campus(es) should be submitted immediately to SACSCOC. **List D should include all branch campuses currently a part of any non-SACSCOC accredited institution involved in the merger/consolidation/acquisition.**

**List C: To be completed for SACSCOC-accredited institution(s)**

<table>
<thead>
<tr>
<th>Name of Branch Campus</th>
<th>Physical Address (street, city, state, country) Do not include PO Boxes.</th>
<th>Date Approved by SACSCOC</th>
<th>Date Implemented by the institution</th>
<th>Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credits hours offered at the branch campus</th>
<th>Is the campus currently active? (At any time during the past 5 years, have students been enrolled and courses offered? If not, indicate the date of most recent activity.)</th>
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**List D: To be completed for any non-SACSCOC accredited institutions**

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<th>Name of Branch Campus</th>
<th>Physical Address (street, city, state, country) Do not include PO Boxes.</th>
<th>Date approved by another accrediting agency (if applicable)</th>
<th>Date Implemented by the institution</th>
<th>Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credits hours offered at the branch campus</th>
<th>Is the campus currently active? (At any time during the past 5 years, have students been enrolled and courses offered? If not, indicate the date of most recent activity.)</th>
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