



Substantive Change Off-Campus Instructional Site Review Form

This form is used as an assessment against SACSCOC policy regarding substantive change as it relates to off-campus instructional sites or additional location changes (a subset of the larger SACSCOC substantive change policy which may be found here: <http://louisville.edu/oapa/substantive-change-1/sacscoc-substantive-change-policy-dec-2020>). Completion of this form helps OAPA to determine whether SACSCOC approval or notification is necessary prior to the implementation of a new program.

Definitions:

- An **off-campus instructional site** is a location geographically apart from an institution's sole main campus where instruction is delivered.
- A **branch campus** is a special form of off-campus instructional site that is geographically apart from an institution's main campus where instruction is delivered that is independent of the main campus (a branch campus is independent if it is permanent; offers courses in educational programs leading to a degree, diploma, certificate, or other for-credit credential; has its own facility and administrative or supervisory organization; and has its own budgetary and hiring authority).
- A **program** is a for-credit credential for which an institution awards a degree, diploma, certificate, or other credential at any level of instruction.
- **Percentage of program instruction** is the percentage of the total instruction required to earn a credential measured in credit hours, clock hours, competencies, or other generally accepted measure of progress to completion.

Off-campus Instructional Site:			
Proposed Implementation Date:			
Off-campus Instructional Site Notification – 25-49% Program Delivery			
Off-campus instructional site at which 25-49% of a program's instruction* is delivered *Instruction at a site may cross the 25% notification threshold any time after the institution submits notification	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Off-campus Instructional Site Approval (Including Branch Campus) – 50% or more Program Delivery			
Off-campus instructional site* at which 50% or more of a program's instruction is delivered *An off-campus instructional site <i>may</i> qualify as a branch campus; refer to definitions	<i>Approval required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Fewer than two off-campus sites already approved under the extensive review criteria AND/OR institution is on substantive change restriction	<i>Approval Path 1: Extensive Review</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Two or more off-campus sites already approved under the extensive review criteria AND institution is NOT on substantive change restriction	<i>Approval Path 2: Limited Review</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Off-campus Instructional Site Relocation*			
Relocating* an off-campus site that is NOT a branch campus	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Relocating* an off-campus site that IS a branch campus	<i>Approval required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
*Note: To be considered relocation, the new location must serve the same geographic area or same pool of students; instruction cannot overlap at current and new locations; and the change cannot result in a net change in the number of off-campus instructional sites. If the new location is an existing off-campus instructional site, moving is not considered relocation and is instead considered a closure of the current location (see Off-campus Instructional Site Closure section below).			
Off-campus Instructional Site Name or Address Change			
Changing the name (must be unique and can only include "branch" or "branch campus" if the site has been approved as a branch by SACSCOC) or the address when the location remains the same (e.g., renaming a street, changing a zip code) of an off-campus site	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Off-campus Instructional Site Closure			
All closures (notified sites and approved sites) require SACSCOC approval AND an acceptable teach-out plan. A site is considered closed as of the date the institution stops admitting students to the site (not the date of last instruction).	<i>Approval required, Teach-out Plan required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Off-campus Instructional Site Re-open (Within 5 Years)			
A site previously approved for closure may be re-opened within five years of the closure date (the date the site was closed to admission) by submitting notification.	<i>Notification required</i>	<input type="checkbox"/> NO	<input type="checkbox"/> YES

Resources:

Please provide information on the following questions and note whether the additional resources will be required/provided at the off-campus site, at the main campus, or online.

Will significant additional equipment or facilities be needed?

Will significant additional financial resources be needed?

Will a significant number of new faculty members will be required?

Will significant additional library/learning resources be needed?

OAPA Determination:

This completed form has been reviewed by the following:

<input type="checkbox"/>	Kay Vetter, Director of Accreditation and Academic Planning	Date:	
<input type="checkbox"/>	Bob Goldstein, Vice Provost for Assessment and University Decision Support/Analytics	Date:	

OAPA staff have consulted with the initiator about the type of substantive change, the action needed with SACSCOC (notification or approval), and have identified an appropriate timeline for implementation of changes.