

PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number:	S32.0
Procedure Title:	Reporting on Initiating Off-Campus Sites for Concurrent Enrollment
Relevant Board Policy:	E.2.1 Accreditation and Substantive Change E.2.1.1 Substantive Change
Relevant SACSCOC Policy:	
Originating Unit:	Vice President of Student Success
Maintenance Unit:	Vice President of Student Success and SACSCOC Accreditation Liaison

- I. Purpose: This procedure provides guidelines to ensure ongoing compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 14.2 (<http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>), and follows the guidelines provided by the *Substantive Change for SACSCOC Accredited Institutions* policy statement (<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>) as pertained to Initiating Off-Campus Sites for Concurrent Enrollment.

II. Procedure Statement:

A. Reporting Types, Documentation and Timeframe

1. The 2018 SACSCOC Substantive Change Policy Statement defines substantive change for initiating an off-campus site as the establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program. Locations at which instruction is offered by distance delivery, but students must be present on-site to access such instruction, are considered off-campus instructional sites and must be approved in advance.
2. Initiating an off-campus site in which students can obtain 25%-49% towards an associate's degree requires the submission of a letter of notification and must be in accordance with Procedure Two in the Substantive Change Policy Statement.
3. Initiating an off-campus site at which students can earn at least 50% of the credits toward an associate's degree requires the submission of a prospectus in accordance with Procedure One in the Substantive Change Policy Statement. For replication of an approved concurrent enrollment program already approved at three or more approved sites, a modified prospectus per Procedure One will suffice.
4. Approval of an off-campus site is effective for a maximum of five-years and will be reviewed again in the context of the fifth-year or decennial review.

B. Process for Reviewing and Updating New Off-Site Campus

1. All High School Programs Staff are responsible for reporting any requested change in the number of dual credit courses offered to any one particular high school via a new Course Agreement Form or a requested change to the mode of delivery of a course to the Director of High School Programs
2. The Director of HSP will determine if any program not previously approved will potential offer 25% - 49% of the credits toward an associate's degree, needing a letter of notification, 50% or more of the credits toward an associate's degree needing submission of prospectus.
3. If the school is approved to offer 25% - 49%, and the request will accelerate the school beyond 50%, the request will be denied until an approved Substantive Change is received.
4. A list of potential needs for letters of notification or prospectus will be submitted for review by the VPs, Deans, and Accreditation Liaison by the end of March and October.
5. Any initiated off-site program determined to need a letter of notification or prospectus will be sent to the Accreditation Liaison and the Substantive Change Review Committee (SCRC) for confirmation. The outcomes of this review shall be shared with the President of the college.
6. An informational agenda item will also be included in the agenda for the Institutional Effectiveness Council.
7. The VP responsible for programming at that offsite location will lead the response. The VP will work with the Accreditation Liaison to create the timeline for creation and submission of the required documents as well as a calendar of intermediate deadlines for all steps required within the college approval process.
8. If new letters of notification or prospectus are deemed needed, the Director of HSP will follow the timelines set by the Substantive Change Policy: January 1 for 7/1 – 12/31 implementation and July 1 for 1/1-6/30 implementation.
9. The submission of the letters of notification and/or prospectus will follow College Procedure A 14.0 – Reporting Substantive Change.

Created: January 5, 2021

Date Updated/Approved: January 5, 2021

Approved:

(signed: Gilberto Becerra)
Vice President of Student Success

(signed: Dr. Robert Garza)
President