

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: A 31.0

Procedure Title: Reporting Distance Education  
Programs

Relevant Board/SACSCOC Policy:

Originating Unit: Academic Success

Maintenance Unit: Academic Success

- I. Purpose: The purpose of this procedure is to outline the college process for notifying SACSCOC when adding a distance education program (50% or more of the required credit hours are delivered through distance education).
- II. Procedure statement:

SACSCOC Substantive Change Policy requires that the College notify SACSCOC if a program previously delivered face-to-face (more than 50% of the credit hours required by the program are not available through distance education) is newly offered, 50% or more by credit hour, through distance education. Only notification is required; SACSCOC approved the College in 2000 to offer programs through distance education.

A. Review of existing programs offered through distance education

1. The office of the VPAS will maintain a current list of the programs offered 50% or more, by credit hour, through distance education.
2. The VPAS will convene the Academic Deans and relevant Department Chairs during September and February of each academic year to review the programs offered by the institution. This group will determine, for each program, whether 50% or more of the credit hours for the program are available through distance education. The VPAS will update the existing list of such programs.

B. Notification of SACSCOC

1. If review of the of the programs offered by the College determines that there are programs previously offered face-to-face that are now available 50% or more, by credit hour, through distance education, the VPAS with the assistance of the relevant Dean will prepare a letter of notification for SACSCOC.

2. After approved by the VPAS the letter will be reviewed by the VPSS, VPCS, and SACSCOC liaison. With their approval and notification of the Substantive Change Committee, the letter will be forwarded to the President for his approval and signature. The President's office will submit the notification to SACSCOC. The VPAS will report notifications, sent or pending, at each meeting of the Substantive Change Committee.

Attachments:

Date Created: March 25, 2021

Date Updated/ Approved: June 1, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President