

Piedmont Virginia Community College

Section I – Academic Affairs and Workforce Development

Process for Making Common Substantive Changes

March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce
Development

PROGRAM CHANGES

A. Changing Method of Delivery

Adding a method of instructional delivery to an existing program requires notification prior to implementation where 50% or more of the content is delivered.

Teach-out and closure approval is necessary if a method of delivery is removed from an existing program.

The three methods of delivery are:

- a) Competency based education,
- b) Distance education, and
- c) Face-to-face instruction.

1. Required approval from SACSCOC

Apply Procedure 2, Notification.

2. Committee Visit Required:

No

3. Fee Required

None

4. Documentation and Submission Timeline

Notification prior to implementation must include a Teach-Out Plan for closure of a method

of delivery.

5. Responsible Offices at PVCC

The responsible offices are the Vice President of Academic Affairs and Workforce Development (VP-AAWD), deans, faculty, and the SACSOC Liaison.

B. Adding a New Program

A new program with 50-100% new content is a significant departure from the institution's existing programs and requires SACSCOC approval prior to implementation.

1. Required approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees.

2. Committee Visit Required:

No

3. Fee Required

Yes

4. Documentation and Submission Timeline

Submittal of a Prospectus is required by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and by **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

The responsible offices are the Vice President of Academic Affairs and Workforce Development (VP-AAWD), deans, faculty, and the SACSOC Liaison.

C. Program Closure

1. Required approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees.

2. Committee Visit Required:

No

3. Fee Required

No

4. Documentation and Submission Timeline

A Teach-Out Plan should be submitted as soon as possible after the decision is made to close.

5. Responsible Offices at PVCC

The responsible offices are the Vice President of Academic Affairs and Workforce Development (VP-AAWD), deans, faculty, and the SACSOC Liaison.

OFF CAMPUS INSTRUCTIONAL SITE / ADDITIONAL LOCATION CHANGES

D. Off Campus Instruction Site Notification

An off-campus instructional site at which 25-49% of a program's instruction is delivered requires notification prior to implementation.

1. Required Approval from SACSCOC

Apply Procedure 2, Notification.

2. Committee Visit Required:

No

3. Fee Required

None

4. Documentation and Submission Timeline

Notification prior to implementation.

5. Responsible Offices at PVCC

VP-AAWD, Vice President of Student Affairs (VP-SA), deans, faculty, SACSCOC liaison.

E. Off-campus Instructional Site Approval (including branch campus)

An off-campus instructional site at which 50% or more of a program's instruction is delivered requires SACSCOC approval prior to implementation.

1. Required Approval from SACSCOC

Apply Procedure 3, Extensive Review -- approval of the full Board of Trustees or Reaffirmation OR Apply Procedure 3, Limited Review – approval of the Executive Council of the Board of Trustees.

2. Committee Visit Required:

Contingent

3. Fee Required

Yes

4. Documentation and Submission Timeline

Submittal of a Prospectus is required. For the *Extensive Review process*, the prospectus must be submitted by March 15 for review at the Board's biannual meeting in June of the same Calendar year, and by September 1 for the Board's biannual meeting in December of the same calendar year.

For the *Limited Review process*, the prospectus must be delivered by January 1 for changes to be implemented July 1 through December 31 of the same calendar year, and by July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

VP-AAWD, VP-SA., deans, faculty, SACSCOC liaison.

F. Off-campus Instructional Site Closure

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from the Executive Council of the Board of Trustees.

2. Committee Visit Required

No

3. 'Fee Required

No

4. Documentation and Submission Timeline

A Teach-out Plan should be submitted as soon as possible after the decision is made to close.

5. Responsible Offices at PVCC

President, President's Staff, SACSCOC Liaison.

G. Change in Measure of Student Progress to Completion

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from the Executive Council of the Board of Trustees.

2. Committee Visit Required

No

3. 'Fee Required

Yes

4. Documentation and Submission Timeline

Submittal of a Prospectus is required by January 1 for changes to be implemented July 1-December 31 of the same calendar year, and by July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, AAWD, SACSCOC Liaison.

H. Competency-based Education by Course/Credit-Based Approach – Institutional Level Approval

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from the Executive Council of the Board of Trustees.

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Guideline

Submittal of a Prospectus is required by January 1 for changes to be implemented July 1-December 31 of the same calendar year, and by July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, VP-AAWD, deans, SACSCOC Liaison.

I. Distance Education – Institutional Level Approval

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from the Executive Council of the Board of Trustees.

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Guideline

Submittal of a Prospectus is required by January 1 for changes to be implemented July 1-

December 31 of the same calendar year, and by July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, VP-AAWD, deans, SACSCOC Liaison.

J. Governance Change

1. Required Approval from SACSCOC

Apply Procedure 1, Approval of the Full Board of Trustees.

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Guidelines

Submittal of a Prospectus is required by March 15, for review at the Board's biannual meeting in June of the same calendar year, and by September 1 for review at the Board's biannual meeting in December of the same calendar year.

5. Responsible Offices at PVCC

President, College Board, SACSCOC Liaison

K. Institution Closure

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from the Executive Council of the Board of Trustees.

2. Committee Visit

No

3. Fee

No

4. Documentation and Submittal Guideline

A Teach-out Plan is required by January 1 for changes to be implemented July 1 through December 31 of the same calendar year, and July 1 for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, College Board, Cabinet, SACSCOC Liaison

L. Institution, Program, or Location Acquisition from Another Institution

1. Required Approval from SACSCOC

Apply Procedure 1, Notification and Approval of the Full Board of Trustees.

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Timeline

Notification and Prospectus must be submitted by March 15 for review at the Board's biannual meeting in June of the same calendar year, and by September 1 for review at the Board's biannual meeting in December of the same calendar year.

5. Responsible Offices at PVCC

President, College Board, Cabinet, SACSCOC Liaison

M. Institutional Contingency Teach-out Plan

An institutional contingency teach-out plan must be approved if any of the following occur:

- a) The institution is placed on probation by SACSCOC,
- b) SACSCOC acts to end the institution's accreditation,
- c) The institution's state authorization is revoked,
- d) The institution is on provisional certification for federal financial aid by U.S. Department of Education (USDE),
- e) The institution is on reimbursement for federal financial aid by USDE, or
- f) The institution is the subject of emergency action by USDE.

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees.

2. Committee Visit

No

3. Fee

No

4. Documentation and Submittal Timeline

A Teach-out Plan must be submitted by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and by **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, Cabinet, SACSCOC Liaison.

N. Level Change

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees.

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Timeline

Level change application must be submitted by March 15 for review at the Board's biannual meeting in June of the same calendar year, and September 1 for review at the Board's biannual meeting in December of the same calendar year.

5. Responsible Offices at PVCC

President, Cabinet, SACSCOC Liaison

O. Merger/ Consolidation

1. Required Approval from SACSCOC

Apply Procedure 1, Notification and Approval of the Full Board of Trustees.

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Timeline

A Notification and Prospectus must be submitted by **March 15** for review at the Board's biannual meeting in June of the same calendar year and by **September 1** for review at the Board's biannual meeting in Dec-ember. of the same calendar year.

5. Responsible Offices at PVCC

President, Cabinet, SACSCOC Liaison

P. Mission Change

A significant change in the established mission of an institution requires SACSCOC approval prior to implementation. A mission change fundamentally alters the character of an institution and its portfolio of academic programs or other mission-driven activities.

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus must be submitted by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, Cabinet, SACSCOC Liaison

Q. Ownership, Means of Control, or Legal Status Change

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus must be submitted by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, Cabinet, SACSCOC Liaison

R. Prison Education Program – Institutional-level Approval

1. Required Approval from SACSCOC

Apply Procedure 3, Notification and Approval of the Executive Council of the Board OR Full Board of Trustees

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus and Site Visit for Approval of the First Two PEP sites are required by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

President, VP, academic deans, Cabinet, SACSCOC Liaison

S. Competency-based Education by Direct Assessment

A program in which 50% or more of the program may be earned through the direct assessment approach to competency-based education (CBE) requires SACSCOC approval prior to implementation. Each direct assessment CBE program requires SACSCOC approval, independent of prior direct assessment program approvals for the institution.

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees

2. Committee Visit

Yes

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus must be submitted by **March 15** for review at the Board's biannual meeting in June of the same calendar year, and **September 1** for review at the Board's biannual meeting in December of the same calendar year.

5. Responsible Offices at PVCC

VP-AAWD, Deans, SACSCOC Liaison

T. Cooperative Academic Arrangement with Non-Title IV Entities – Approval

An agreement with an entity (or entities) not certified to participate in U.S. Department of Education title IV programs to deliver 25-50% of a program's content recorded on the SACSCOC institution's transcript as its own requires SACSCOC approval prior to implementation.

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus must be submitted by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

VP-AAWD, Deans, SACSCOC Liaison

U. Cooperative Academic Arrangement with Non-Title IV Entities – Notification

An agreement with an entity (or entities) not certified to participate in U.S. Department of Education title IV programs to deliver less than 25% of a program's content recorded on the SACSCOC institution's transcript as its own requires notification prior to implementation.

1. Required Approval from SACSCOC

Apply Procedure 2, Notification.

2. Committee Visit

No

3. Fee

No

4. Documentation and Submittal Timeline

Notification is required.

5. Responsible Offices at PVCC

VP-AAWD, Deans, SACSCOC Liaison

V. Program Length Change

Modifications which result in program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increasing or decreasing by 25% or more, AND students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure.

1. Required Approval from SACSCOC

Apply Procedure 3, Approval from Executive Council of the Board of Trustees

2. Committee Visit

No

3. Fee

Yes

4. Documentation and Submittal Timeline

A Prospectus must be submitted by **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

5. Responsible Offices at PVCC

VP-AAWD, Deans, Faculty, SACSCOC Liaison