TITLE: SACS Substantive Change Procedure

RELATED POLICY AND PROCEDURES: 1-1-2010 Accreditation and Substantive Change Policy

DIVISION OF RESPONSIBILITY: Administrative

June 24, 2013

Date Approved by the President  Date of Last Review  Date of Last Revision

Administrative Responsibility:
It is the shared responsibility between the Southern Association of Colleges and Schools (SACS) Liaison and Institutional Officers to review and revise this procedure.

Procedure

A. Procedural Responsibilities:

1. The SACS Liaison is responsible for keeping abreast of current, new, and/or revised policies and procedures of the Commission on Colleges (COC) regarding modifications and expansions defined as substantive changes, communicating this information to Institutional Officers and members of the Deans’ Council, reporting substantive changes to the COC as required and for maintaining a log of COC submissions.

2. Each Institutional Officer is responsible for monitoring potential substantive changes within his/her area of responsibility.

B. SACS Liaison

1. The SACS Liaison creates and maintains the following:
a. Substantive Change Log.


2. The SACS Liaison and Dual Enrollment Director review and discuss dual credit offerings for the new academic year early in the spring semester to determine if the offerings generate substantive change.

3. Early each term, the SACS Liaison requests a list from the Institutional Officers and the Deans’ Council of significant modifications or expansions for the next term or academic year. The list is then reviewed to determine whether the change is substantive.

4. If the change is substantive and found to require a Letter of Notification, Modified Prospectus, or Prospectus, the SACS Liaison prepares the required letter or establishes a committee to prepare the required prospectus for submission within the timeframe required by the Commission.

C. **Timeline for Completion of Substantive Changes**
   Compliance with the SACSCOC Substantive Change Policy requires that substantive change documentation be prepared and submitted according to the timelines established in the SACSCOC Substantive Change Policy. Compliance with this requirement is expected.

D. **Approval and Publication**

1. Approval of the PTC Accreditation and Substantive Change Policy by the Area Commission is required. The Substantive Change Procedure is approved by the Institutional Officers.

2. Once approved the Policy and Procedure are published and accessible through the College’s website for any employee or constituent to view.

E. **Monitoring Compliance of the Accreditation and Substantive Change Policy and Substantive Change Procedure**

1. The SACS Liaison and the Institutional Officers are responsible for monitoring
the College’s compliance with the Accreditation and Substantive Change Policy and Substantive Change Procedure.

2. If it is determined the College has not been in compliance with the PTC and/or SACSCOC Policy and Procedure, corrective action to include additional training will occur.