TITLE: **SACSCOC Substantive Change Procedure**

PROCEDURE NUMBER: **1-1-2010.2**

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

DIVISION OF RESPONSIBILITY: **Administrative**

June 24, 2013	**November 18, 2025**	**October 30, 2019**
Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibility:

It is the shared responsibility between the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Liaison and President's Leadership Team to review and revise this procedure.

Procedure

A. Procedural Responsibilities:

1. The SACSCOC 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 President's Leadership Team and members of the Academic Affairs Leadership Team, reporting substantive changes to the SACSCOC as required and for maintaining a log of SACSCOC submissions.

2. Each member of the President's Leadership Team is responsible for monitoring potential substantive changes within his/her area of responsibility and alerting the SACSCOC Liaison of these potential substantive changes.

B. SACSCOC Liaison

1. The SACSCOC Liaison creates and maintains the following:

    a. Substantive Change Log

    b. An electronic file of letters and prospectuses submitted to the Commission.

The SACSCOC Liaison and Dual Enrollment Director review and discuss new or expanded dual credit offerings to determine if the change requested is substantive.

The SACSCOC liaison is a member of the PTC Curriculum Committee. As curriculum changes are reviewed, they are monitored by the SACSCOC liaison to determine if the change requested is substantive. If the approved curriculum change is substantive and found to require a Letter of Notification, Modified Prospectus, or Prospectus, the SACSCOC Liaison prepares the required letter or establishes a committee to prepare the required prospectus for submission within the timeframe required by the SACSCOC Substantive Change Policy.

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 published timelines is required.

D. Monitoring Compliance of the Accreditation and Substantive Change Policy and Substantive Change Procedure

1. The SACSCOC Liaison and the President's Leadership Team 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 Substantive Change Policy, corrective action to include additional training will occur.