



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 1-1-2010.2

PAGE: 1 of 3

TITLE: SACSCOC Substantive Change Procedure

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

DIVISION OF RESPONSIBILITY: Administrative

<u>June 24, 2013</u>	<u>December 12, 2017</u>	<u>December 12, 2017</u>
Date Approved by Area Commission	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 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 Deans' Council, 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.



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PROCEDURE NUMBER: 1-1-2010.2

PAGE: 2 of 3

2. The SACSCOC 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 SACSCOC Liaison requests a list from the President's Leadership Team 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 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 this requirement is expected.

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.