

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Substantive Change

EFFECTIVE DATE: August 1, 2013

I. Introduction

Southwest Tennessee Community College will notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in a timely fashion in accordance with the substantive change policy of the Commission, and, when required, seek approval prior to the initiation of changes.

Substantive change as defined by the Commission on Colleges is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes but is not limited to:

- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

II. Procedures

A. The following administrative officers serve on the institution's Substantive Change Committee: Accreditation Liaison (Chairperson), College President, Provost, Associate Vice President for Academic Affairs, Dean of Career-Technical Division, Dean of Arts and Sciences, Executive Director of Extended Programs, Director of Distance Education, Vice President for Institutional Advancement, Director of Institutional Research, and others as appointed by the College President or Chairperson.

- B. Changes are reported to the Chairperson of the Substantive Change Committee. The Substantive Change Committee meets in June of each year, or as needed throughout the academic year, to review the Commission's Substantive Change policy, to discuss any possible changes planned for the College that might be substantive in nature, and to examine the institution's current offerings and operations to ascertain that the College is in compliance with the Commission's Substantive Change policy.
- C. Proposed changes are reviewed by the committee to determine if they are substantive. If any of the changes are considered substantive, then the committee also determines the specific approach for reporting the change to the Commission.
- Review of Substantive Changes Requiring Notification and Approval Prior to Implementation
 - Review of Substantive Changes Requiring only Notification Prior to Implementation
 - Closing a Program, Instructional Site, Branch Campus or an Institution
- D. The President is responsible for notifying the Commission of any changes considered substantive in nature.
- E. If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Substantive Change Committee, is responsible for preparing the documentation and for organizing any onsite substantive change committee visits. Additional committees can also be organized to assist in these tasks as the need is determined.

Southwest Tennessee Community College's Substantive Change policy is published on the institution's website and complies with the [Substantive Change Policy of the Commission on Colleges](#).

Source: Provost/Exe VP for Academic Affairs: 8-1-13