



## ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Substantive Change Procedures	<b>PROCEDURE:</b> AP-3.911
<b>REFERENCES:</b> Board Policy 6Hx11-3.91 – Accreditation SACSCOC Standard 14.2 SACSCOC Substantive Change Policy and Procedures	<b>RESPONSIBLE ADMINISTRATOR:</b> Vice President of Research and Institutional Effectiveness
<b>LAST REVISION:</b> June 15, 2022	<b>PAGE:</b> 1 of 1

**Purpose:**

In keeping with Board Policy 6Hx11-3.91 Accreditation, the following Substantive Change Administrative Procedure is issued as a guideline to maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges Substantive Change Policy and Procedures.

**Definition:**

--	--

--	--



## ADMINISTRATIVE PROCEDURES

x President's Executive Cabinet:

The Accreditation Liaison sits on the President's Executive Cabinet along with the other College Vice Presidents. The President's Executive Cabinet will review and approve requested institutional substantive changes beyond the program and course level. The Accreditation Liaison initiates the notification process and coordinates all activities related to seeking SACSCOC approval of substantive changes.

x President's Staff Meeting:

All College Administrators are required to attend the President's monthly Staff Meeting. Annually, the Accreditation Liaison reviews the Substantive Change guidelines. This reminder alerts all Administrators to the importance of contacting the Accreditation Liaison regarding any question related to changes in programs, courses, or sites which may warrant the initiation of substantive change procedures.

x Substantive Change Activities:

The Accreditation Liaison will coordinate all substantive change activities including letters of notification from the President, development of Prospectus Reports, Applications, Notifications, and if needed, consultation with the institution's assigned SACSCOC staff member.

AUTHENTICATED DATE:	PRESIDENT
June 20, 2022	Timothy E. Moore