

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE SUBSTANTIVE CHANGE POLICY	Policy 3.03.09
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As required by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Southwestern Community College shall report to the Commission written notification of all changes in curriculum offerings and facilities. Changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered shall also be reported.

Note: Failure to comply with this institutional policy and with the SACSCOC Substantive Change Policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACS Committee on Compliance & Reports review.

APPLICATION:

All employees are expected to follow this policy. Some employees have specific responsibilities for monitoring and reporting substantive change, as listed below.

- A. The Accreditation Liaison shall ensure the following duties are performed, either personally or as delegated to the Chairs of the SACSCOC Leadership, Compliance, and QEP Committees:
- Providing the President, Vice Presidents, Deans, and Directors with information about the SACSCOC Substantive Change Policy.
 - Informing the SCC Board of Trustees of any substantive changes made at the Board's quarterly meetings.
 - Providing a list of examples of substantive change on the College's Institutional Research and Planning website.
 - Working with Vice Presidents, Deans, and Directors to determine whether a proposed change is substantive
 - Attending on a routine basis the Curriculum and Instruction Committee meetings, the Instruction and Student Services Administrators meetings, and the President's Council meetings to monitor changes that may be substantive.
 - Determining what action with respect to SACSCOC is needed when a change is substantive.
 - Submitting the appropriate notification and documentation under the President's signature to SACSCOC.

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- B. The President, Vice Presidents, Deans, and Directors have a fundamental responsibility to:
- Have a general knowledge of the substantive change policy.
 - Inform the College's Accreditation Liaison and the Institutional Research and Planning Department as soon as possible of proposals that may be considered a substantive change.
 - Provide when requested by the Accreditation Liaison the information, data or text describing a substantive change as necessary to comply with SACSCOC policy.
 - Ensure that plans or initiatives support College compliance with the SACSCOC Substantive Change Policy.

Adopted: April 28, 2015

Revised: