

WGTC 1.3

Substantive Change

The Southern Association of Colleges and Schools Commission on Colleges is recognized by the US Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. In order to maintain accreditation with SACSCOC, West Georgia Technical College is required to demonstrate compliance with the *Principles of Accreditation*, which includes several federal requirements. Within the federal requirements, the College must comply with the policy and procedures for substantive change.

A substantive change is defined as a significant modification or expansion in the nature and scope of an accredited institution. An institution is expected to seek approval prior to the initiation of a substantive change so that the change can be included in the institution's scope of accreditation.

West Georgia Technical College notifies SACSCOC of changes in accordance with the SACSCOC Substantive Change Policy and, when required, seeks approval prior to the initiation of changes. SACSCOC is responsible for reviewing and, when appropriate, approving all substantive changes that occur between the College's decennial reviews.

Responsibility for monitoring and reporting the types of substantive change at West Georgia Technical College is designated to various individuals to initiate, review, approve, and implement substantive changes.

The Executive Director of Curriculum is responsible for initiating the review of a substantive change when program/curriculum changes are being considered.

The Vice President for Academic Affairs submits the Substantive Change Review Form to Senior Leadership Staff for review. To ensure compliance, this checklist is used when proposing any program changes (ex. – new programs, offering courses at new sites, offering programs for the first time at existing sites). The Executive Director, Accreditation, Data, and Compliance/ SACSCOC liaison reviews and determines the type of notice and/or communication (notification, approval, prospectus, etc.) to SACSCOC as necessary.

The Executive Director, Accreditation, Data, and Compliance/SACSCOC liaison is responsible for notifying SACSCOC and is responsible for ensuring that substantive changes requiring approval prior to implementation are not initiated before SACSCOC approval is granted.

Reference: State Board Policy 2.3.5.

<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Executive Director, Accreditation, Data, and Compliance	Effective: 3/2009
Division: Institutional Effectiveness	Reviewed: 10/2021; 1/2022 Revised: 1/2022	