

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 1.3.2.1
Related Policy: 1.3.2
Title: Adherence to SACSCOC Substantive Change Reporting
Authority: Southern Association of Colleges and Schools
Commission on Colleges
Responsibility: President

Original Approval Date: 10-08-2013
Last Cabinet Review: 01-17-2018
Last Revision: 01-17-2018

President

I. Purpose

The purpose of the procedure is to ensure Horry-Georgetown Technical College (HGTC) is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)'s Policy on Substantive Change for Accredited Institutions. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes."

SACSCOC defines substantive change as follows:

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- A. Any change in the established mission or objectives of the institution.
- B. Any change in legal status, form of control, or ownership of the institution.
- C. 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.
- D. The addition of courses or programs of study at a degree or credential level different from that, which is included in the institution's current accreditation or reaffirmation.
- E. A change from clock hours to credit hours

- F. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- G. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- H. The establishment of a branch campus.
- I. Closing a program, off-campus site, branch campus or institution
- J. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- K. Acquiring another institution or a program or location of another institution
- L. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- M. 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. Procedure

- A. Members of Cabinet and the SACSCOC Liaison for HGTC, are responsible for ensuring compliance with SACSCOC's substantive change policy and should be aware of the Commission's and College's applicable policies and procedures.
- B. Upon submission of curriculum changes to the Curriculum and Admission Review Committee, academic leaders must inform the SACSCOC liaison of any curriculum revisions, which may be considered a substantive change, and provide the SACSCOC liaison all information and data needed to complete the notification or prospectus forms.
- C. The SACSCOC Liaison will submit appropriate paperwork to SACSCOC, notifying the Commission "in advance" of any substantive changes being implemented.
- D. Upon receipt of the approval letter from the SACSCOC, the substantive changes may be implemented at the College.
- E. The Vice President for Academic Affairs' office will maintain all records and correspondence with SACSCOC pertaining to substantive change, and will be responsible for notifying leaders of approvals from SACSCOC, as well as, any changes to policies and procedures.