



Category
SUBSTANTIVE CHANGE COMMITTEE – 6:10:00:19
Approval
Leadership Council Approved: September 21, 2018
Effective Date/Approved: September 21, 2018
Revised: January 28, 2009; September 2, 2016, September 21, 2018
Responsible Party: SACSCOC Liaison

I. PURPOSE

The mission of the Substantive Change Committee is to monitor potential substantive changes and to assist the college in initiating substantive change requests. A secondary purpose is to monitor financial aid approvals from the Department of Education for both teaching locations and programs.

II. FUNCTION

- A. Determine if proposed program changes will result in the need for a substantive change as defined by SACSCOC.
- B. Ensure off-campus locations maintain approved SACSCOC percentage degree program limits.
- C. Advise the President when a substantive change request is appropriate so that writing responsibility(ies) may be assigned.
- D. Ensure necessary financial aid approvals from the Department of Education are secured in a timely fashion.

III. MEMBERS AND RESPONSIBILITIES

- A. The committee will include the following:
 - 1. Vice President for Academic Affairs (VPAA) (Ex-officio)
 - 2. SACSCOC Liaison, if not an existing member
 - 3. Director of Institutional Effectiveness and Research (Ex-officio)
 - 4. All Academic Deans and Assistant Deans
 - 5. Executive Director of Financial Aid or designee
 - 6. Coordinator of Academic Services
- B. Academic deans must submit new program requests by October 1 each year.
- C. The committee will meet four times per year, in early August, January, and May, prior to the beginning of the terms, as well as early October following the submission of new program requests. Additional meetings may be called at the discretion of the VPAA, or SACSCOC liaison.
- D. Minutes of all meetings will be maintained in the Vice President for Academic Affairs Office.