



## Substantive Change Policy

### Introduction

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging/ consolidating two or more institutions.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
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- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

Georgia Northwestern Technical College (GNTC) must notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of potential or actual substantive change in a timely fashion, and in many cases must receive approval for such change from the Commission before the initiative is implemented.

SACSCOC is required by the federal government to monitor its constituents' compliance with the substantive change policy and to grant permission for major changes to occur. In order to ensure GNTC-38-4 (c)4.1 (e)(C)4 (-38-4 (b)9 (c)4 (e)39 (54-3 (b)4)9 (e)-41 (s)-4 (5d)9 (1 (q)72)74

(Substantive change) of the Principles of Accreditation and with the Substantive Change Policy and Procedures and related policies.

- An institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected. The purpose of the institution's substantive change policy and procedure is to ensure all substantive changes are reported to





## Procedure and Time of Notification

The SACSCOC guidelines for reporting substantive change, as specified in the Commission's document Substantive Change for Accredited Institutions of the Commission on Colleges, are the fundamental resource for reporting substantive change and for planning reporting.

## Notification to SACSCOC Liaison of Proposed Changes

If a change is substantive, SACSCOC must be notified as much as 12 months in advance of implementing the change. GNTC must provide written notification of the change to the Commission. Upon becoming aware of a proposed change that may be substantive, the president, vice presidents, associate vice president, deans, or the directors of the division/department proposing the change should notify the SACSCOC Liaison utilizing the SACSCOC Checklist.

## Late Notification to SACSCOC Liaison

If it is discovered that a program that may be considered a substantive change has been implemented without notification of the SACSCOC Liaison, the president, vice presidents, associate vice president, deans, or the directors of the division/department has responsibility to notify the SACSCOC Liaison immediately. It is then the responsibility of the SACSCOC Liaison to notify SACSCOC as provided in the SACSCOC Policy.

## References

Southern Association of Colleges and Schools Commission on Colleges, The Principles of Accreditation, 14.2 (2017)

Southern Association of Colleges and Schools Commission on Colleges,  
Substantive Change Policy and Procedures  
[SACSCOC Substantive Change Policy and Procedures](#)



- \_\_\_\_\_ Adding a new off-campus instructional site/additional location including a branch campus.
- \_\_\_\_\_ Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- \_\_\_\_\_ Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

Please provide a brief description of proposed change (please include program, site, anticipated implementation date, etc.)

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Signature

Date