

2.3.5.a.p. (formerly I. E. 3. b.) **Central Georgia Technical College Substantive Change Procedure: SACSCOC**



I. PROCEDURE

CGTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Commission accredits an entire institution and its programs and services, wherever they are located or however they are delivered.

SACSCOC is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, SACSCOC has incorporated federal requirements into its substantive change policy and procedures. An institution is expected to seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution's scope of accreditation. SACSCOC serves as the point of contact for the U.S. Department of Education on accreditation matters and programs offered by Central Georgia Technical College and must be notified of new programs, modifications, or terminations.

In order to maintain accreditation with SACSCOC, the College is required to demonstrate compliance with the Principles of Accreditation: Foundations for Quality Enhancement and to follow SACSCOC policies which are required courses of action its member institutions are to adhere to.

Central Georgia Technical College notifies SACSCOC of changes in accordance with the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges Policy and, when required, seeks approval prior to the initiation of such changes. SACSCOC is the body responsible for reviewing and when appropriate, approving the College's substantive changes. The College is responsible for providing SACSCOC with a list of all substantive changes that occur between the College's decennial reviews.

II. APPLICABILITY

This procedure applies to Central Georgia Technical College in compliance with the State Board of the Technical College System of Georgia's policy on accreditation.

III. DEFINITIONS

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) a substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes institutional activities such as (1) changing the established institutional mission or objectives, (2) changing the institution's legal status, form of control, or ownership, (3) adding courses/programs that represent a significant departure in content or in method of delivery, (4) adding courses/programs at a degree or credential level above the institution's current accreditation, (5) changing from clock hours to credit hours, (6) substantially increasing the number of clock or credit hours for completion of a program, (6) adding an off-campus location at which the institution offers at least 50 percent of an educational program, or (7) establishing a branch campus.

IV. ATTACHMENTS

Program Development, Analysis, and Termination Plan
CGTC Internal Substantive Change System Process

V. RECORD RETENTION

All substantive change documentation is maintained in the College's Office of Institutional Effectiveness.

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REFERENCES

TCSG State Board Policy 2.3.4. Technical College Accreditation and 2.3.5. Substantive Change Reporting

Southern Association of Colleges and Schools Commission on Colleges Substantive Change Policy: Comprehensive Standard 14.2