

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Notice of Substantive Changes to the  
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

**EFFECTIVE DATE:** August 1, 2013; Revised April 14, 2022; Revised February 15, 2024

**Purpose**

The purpose of this policy is to establish that Southwest Tennessee Community College (“Southwest” or “the College”) will notify the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) of substantive changes in a timely manner pursuant to the [substantive change policy](#) of the Commission, and, when required, seek approval prior to the initiation of changes.

**Definition**

Substantive change- a significant modification or expansion of the nature and scope of the College.

**Policy/Procedure**

Southwest is accredited by SACSCOC. Southwest’s Substantive Change policy is published on the College’s [website](#) and complies [with SACSCOC’s Substantive Change policy](#). The College’s SACSCOC Accreditation Liaison is responsible for notifying the Commission of any changes considered substantive in nature.

Substantive changes, including those required by federal regulations are:

**Institutional Substantive Changes**

- Acquisition
- Change in measure of student progress and completion
- Competency-based education by course/credit-based approach
- Distance education
- Governance Change
- Institutional Closure
- Institutional Relocation
- Institutional Contingency Teach-out Plan
- Level Change
- Merger/Consolidation
- Mission Change
- Ownership, Means of Control, or Legal Status Change
- Prison Education Program

## Off-Campus Instructional Site/Additional Location Changes (Branch/Non-branch Campus)

- Adding a new Off-Campus Instructional Site
- Relocating an Off-Campus Instructional Site
- Name or address change of an Off-Campus Instructional Site
- Closure of an Off-Campus Instructional Site
- Re-opening an Off-Campus Instructional Site

## Program Changes

- Clock-Credit Hour Conversion
- Competency-based Education by Direct Assessment
- Cooperative Academic arrangements
- Correspondence Education
- Dual Academic Award
- Joint Academic Award
- Method of Delivery
- New Program
- Program Closure
- Program Designed for Prior Learning
- Program Length
- Program Re-open

Proposed changes are reported to the Institution Accreditation Liaison (IAL). The IAL reviews the proposed changes to determine if they are substantive in nature. Types of changes include:

1. Institutional Changes – changes that are initiated at the senior leadership level
2. Program Changes – changes that are initiated at the academic department level through the curriculum proposal process. Initiating department must complete a [Substantive Change Checklist](#) during the proposal process that is viewed by the IAL to determine Substantive Change eligibility.
3. Off-campus Instructional Site (OCIS)/Additional Location Changes – changes that are initiated at the Academic Affairs Leadership level.

If the Commission requires Southwest to write a prospectus or prepare additional documentation beyond the notification letter, the affected department, with assistance from the IAL, is responsible for preparing the documentation and for organizing onsite Substantive Change Committee visits, if any. Additional committees may also be organized to assist with these tasks.

Source of Policy: \_\_\_\_\_

Responsible Administrator: **AVP of Institutional Research,  
Planning, and Effectiveness**

Related Policy: \_\_\_\_\_

TBR Policy Reference: \_\_\_\_\_

Approved:   
\_\_\_\_\_  
President

Date: **February 15, 2024**