

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

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

EFFECTIVE DATE: Aug. 1, 2013; Revised April 14, 2022; Revised Feb. 15, 2024; Revised Feb. 12, 2026

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 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
- Closure of an Off-Campus Instructional Site

Program Changes

- Cooperative Academic arrangements
- Method of Delivery
- New Program
- Program Closure
- Program Length


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 that are initiated at the Executive Team level.
2. Program changes that are initiated at the academic department level through the curriculum proposal process.
3. Off-campus Instructional Site (OCIS)/Additional Location 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 **AVP of Institutional Research,**
 Administrator: **Planning, and Effectiveness** _____

Related Policy: _____ TBR Policy Reference: _____

Approved:  Date: **February 12, 2026**
 President