



Columbus Technical College Substantive Change Procedure

Columbus Technical College (CTC) is committed to adhering to the policies and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In accordance with the SACSCOC Substantive Change Policy, the College will seek SACSCOC approval prior to implementing a substantive change regardless of the category. Therefore, the college will report all substantive changes within the timeframe and procedure defined by [SACSCOC Substantive Change Policy and Procedures](#).

STATE BOARD TECHNICAL COLLEGE SYSTEM OF GEORGIA POLICY:

As a Unit of the Technical College System of Georgia (TCSG), CTC adheres to State Board TCSG Policy: 2.3.5. Technical College Substantive Change Reporting.

Each college must develop and maintain a written procedure to promptly report all substantive changes to the Commission on Colleges. Substantive changes can include but are not limited to:

- A. Any change in the established mission or objectives of the college.*
- B. The addition of courses or programs represents a significant change in content or delivery.*
- C. Significantly altering the length of a program.*
- D. Additional instructional locations or branch campuses and the closing of such.*
- E. Closing a program, off-campus site, branch campus, or institution*

CTC PROCEDURE

The Office of Institutional Effectiveness will work with departments to ensure that required approvals are garnered and substantive changes are successfully implemented. IE will serve as the primary point of contact for document gathering and preparation, data extraction, and prospectus and notification preparation. As a unit of the Technical College System of Georgia (TCSG), Columbus Technical College must have the State Board of the Technical College System of Georgia approval prior to implementing programs.

To ensure that substantive changes are submitted in a timely manner, the Executive Director of Institutional Effectiveness will receive information at least six months prior to the SACSCOC

substantive change submission deadlines. The Executive Director of IE will ensure that submissions are submitted by the appropriate deadline.

In accordance with the, SACSCOC Substantive Policy for a substantive change requiring approval by the full Board of Trustees (which meets biannually), to be implemented after the date of the Board meeting, the submission deadlines are

- **March 15** for review at the Board’s biannual meeting in June of the same calendar year, and
- **September 1** for review at the Board’s biannual meeting in December of the same calendar year.

For a substantive change requiring approval by the Executive Council of the Board of Trustees (which meets year-round), the submission deadlines are

- **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and
- **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year

Once the Institutional Accreditation Liaison (IAL) or the President is notified of the decision by SASCOC, they will notify and provide documentation to the Executive Director of Institutional Effectiveness and communicate with all appropriate parties.

Columbus Technical College will publish the College’s Substantive Change Procedure on the Staff Shared (X:) internal drive and on the College’s website. Training will be provided on an as-needed basis. All questions regarding substantive changes should be referred to the Office of Institutional Effectiveness.

RESPONSIBILITY

The Executive Director of Institutional Effectiveness, the College’s SACSCOC Accreditation Liaison, is responsible for ensuring this procedure is implemented.

Document History:

*Revised 2009, April 2015,
June 2021, December 2023*