


## Greenville Technical College Administrative Policies

Policy Name:	SACSCOC Substantive Change for Accredited Institutions	Approved by President
Policy Number:	4-12	Date Established: 7/15/2015
Date Revised:		Date Removed:
		

### Rationale and Purpose

The purpose of this policy is to establish a process to ensure that the College is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and guidelines related to institutional change.

### Policy Statement

As a member institution on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Greenville Technical College (GTC) is required to take steps necessary to be in compliance with the “Principles of Accreditation: Foundations for Quality Enhancement.” Included in these principles are the Comprehensive Standards; Comprehensive Standard 3.12 requires the institution to be in compliance with the SACSCOC Substantive Change policy and procedures. In accordance with SACSCOC policies, GTC will notify the Commission on Colleges of Substantive Changes and will seek approval prior to the initiation of changes when appropriate.

### Scope

SACSCOC defines Substantive Change as “a significant modification or expansion of the nature and scope of an accredited institution.” What this means is institutions must keep SACSCOC informed of changes such as initiating a branch campus, initiating distance learning that involves more than 24% of a program, adding new programs, relocating a campus, initiating a merger or consolidation, etc. A complete list of reportable Substantive Changes can be found at <http://www.sacscoc.org/SubstantiveChange.asp>.

### Roles/Responsibilities

President, vice-presidents, and institutional leaders (deans and directors) must report institutional changes to the institutional SACSCOC liaison using the “Substantive Change Information Form.” The institutional liaison monitors all institutional changes reported and provides training on substantive change as needed.

### Non-Compliance

*Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.*

If Applicable:	
Procedures	<a href="#">SACSCOC Substantive Change for Accredited Institutions Procedure document</a>
Forms	<a href="#">Substantive Change Information Form – Appendix A</a>
Related Documents	
Other Related Links (referenced above)	SACSCOC Substantive Change Details <a href="http://www.sacscoc.org/SubstantiveChange.asp">http://www.sacscoc.org/SubstantiveChange.asp</a>