

Substantive Change Submission/Approval Form

To maintain accreditation with the Southern Association of Colleges and Schools Commission on College (SACSCOC), HCC must notify SACSCOC of any potential or actual substantive changes in programs, facilities, centers, or program delivery in a timely fashion, and in many cases, must obtain prior approval from SACSCOC prior to the implementation of such a change.

When reporting a proposed substantive change [as defined in GK (LOCAL)], please complete the below information and assessment (if applicable) and forward the form to the Director of Accreditation Compliance or the Vice Chancellor for Planning and Institutional Effectiveness for an identification of reporting, procedural, notification, and approval requirements on page 2.

Initiator's Name: _____ Date: _____

Program Name: _____

Program Type: _____

Brief Description of the Proposed Change:

Substantive Change Assessment

Does this initiative:

- | | |
|--|--------------|
| Initiate new degree/certificate (significant departure from current programs)? | ___yes ___no |
| Initiate a direct assessment competency-based program? | ___yes ___no |
| Alter significantly the length of a program? | ___yes ___no |
| Close a program or award? | ___yes ___no |
| Initiate course work or program at a different level than currently approved | ___yes ___no |
| Initiate a branch campus? | ___yes ___no |
| Initiate a new instructional site? | ___yes ___no |
| Move an instructional site? | ___yes ___no |
| Close an instructional site? | ___yes ___no |
| Initiate a merger/consolidation? | ___yes ___no |
| Initiate programs/courses offered through contractual agreement or consortium? | ___yes ___no |

Change governance, ownership, control or legal status of HCC? ___yes ___no

Initiate a joint or dual degree program with another institution? ___yes ___no

.....
To be completed by the Vice Chancellor for Planning and Institutional Effectiveness or the Director of Accreditation Compliance only:

Does this initiative reflect a substantive change? ___yes ___no. If "yes" designate the reporting requirements, procedures to be followed, and the Directly Responsible Individual (DRI). If "no," please include relevant instructions, if any, below.

Reviewed and Approved by: _____ Date: _____

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Signatures and/or dates required for this proposed substantive change shall be indicated with an "X" below by the VCPiE.

Each Directly Responsible Individual (DRI) listed below indicates with his/her signature that (i) all relevant policies and procedures pertaining to the attached substantive change proposal including, but not limited to, the SACSCOC Policy on Substantive Change and HCC's Substantive Change protocol [See GK] have been followed; (ii) he/she approves the attached substantive change proposal; and (iii) he/she has effectively communicated his/her approval and support for the change to all direct reports that may be impacted.

**For VCPiE
use only**

_____ Date ____/____/____
Vice Chancellor, Planning and Institutional Effectiveness and
SACSCOC Accreditation Liaison

_____ Date ____/____/____
Vice Chancellor, Instructional Services & Chief Academic Officer

_____ Date ____/____/____
Vice Chancellor, Student Services

_____ Date ____/____/____
President of _____ College

_____ Date ____/____/____
Senior Vice Chancellor, Finance & Administration

_____ Date ____/____/____
Chief Facilities Officer

Date of Board approval, *if applicable*: ____/____/____

Required:

Date of Executive Cabinet approval: ____/____/____

Date of Chancellor notification / approval: ____/____/____

Date of Submission to SACSCOC by the Accreditation Liaison: ____/____/____