

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 1.3.2.1  
Related Policy: 1.3.2  
Title: Adherence to SACSCOC Substantive Change Reporting  
Authority: Southern Association of Colleges and Schools  
Commission on Colleges  
Responsibility: President  
  
Original Approval Date: 10-08-2013  
Last Cabinet Review: 03-06-2024  
Last Revision: 03-06-2024

---

President

## I. Purpose

The purpose of the procedure is to ensure Horry-Georgetown Technical College (HGTC) is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)'s Policy on Substantive Change for Accredited Institutions. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.”

SACSCOC defines substantive change as follows:

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. Under federal regulations, substantive change includes:

- A. Substantially changing the established mission or objectives of an institution or its programs.
- B. Changing the legal status, form of control, or ownership of an institution.
- C. Changing the governance of an institution.
- D. Merging / consolidating two or more institutions or entities.
- E. Acquiring another institution or any program or location of another institution.
- F. Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- G. Offering courses or programs at a higher or lower degree level than currently authorized.
- H. Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).

- I. Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- J. Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- K. Initiating programs by distance education or correspondence courses.
- L. Adding an additional method of delivery to a currently offered program.
- M. Entering into a cooperative academic arrangement.
- N. Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- O. Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- P. Adding competency-based education programs.
- Q. Adding each competency-based education program by direct assessment.
- R. Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- S. Awarding dual or joint academic awards.
- T. Re-opening a previously closed program or off-campus instructional site.
- U. Adding a new off-campus instructional site/additional location including a branch campus.
- V. Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- W. Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- X. Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

## **II. Procedure**

- A. Members of Cabinet and the SACSCOC Liaison for HGTC, are responsible for ensuring compliance with SACSCOC's substantive change policy and should be aware of the Commission's and College's applicable policies and procedures.
- B. Upon submission of curriculum changes to the Curriculum and Admission Review Committee, academic leaders must inform the SACSCOC liaison of any curriculum revisions, which may be considered a substantive change, and provide the SACSCOC liaison all information and data needed to complete the notification or prospectus forms.
- C. The SACSCOC Liaison will submit appropriate paperwork to SACSCOC, notifying the Commission "in advance" of any substantive changes being implemented.

- D. Upon receipt of the approval letter from the SACSCOC, the substantive changes may be implemented at the College.
  
- E. The Vice President for Institutional Effectiveness and Development's office will maintain all records and correspondence with SACSCOC pertaining to substantive change, and will be responsible for notifying leaders of approvals from SACSCOC, as well as, any changes to policies and procedures.