

CALHOUN COMMUNITY COLLEGE
SUBSTANTIVE CHANGE POLICY

Calhoun Community College has developed and implemented the following system to ensure that the institution stays in compliance with the Commission on College's Substantive Change Policy:

1. The following individuals will serve on the institution's Substantive Change Committee: Accreditation Liaison (Chairperson), President, Vice President for Academic Affairs, Vice President of Student Services, Director of Dual Enrollment, Dean of Health Sciences, Dean of Business/CIS, Dean of Technologies, Dean of Mathematics and Natural Sciences, Dean of Social Science and Humanities, Dean of Fine Arts, two Faculty Senate representatives, Director of Distance Learning, Director of Financial Aid, Instructional Services Coordinator, Institutional Research Analyst (ex-officio) and the Data, Assessment, & Reporting Specialist who serves as Recording Secretary.
2. Changes are reported to the Chairperson of the Substantive Change Committee. The Substantive Change Committee meets in January and July of each year, or as needed, to review the Commission's Substantive Change policy, to discuss any possible changes planned for the College that might be substantive in nature, and to examine the institution's current offerings and operations to make certain that the College is in compliance with the Commission's Substantive Change policy.
3. Proposed changes are reviewed by the committee to determine if they are substantive according to SACSCOC guidelines. If any of the changes are determined to be substantive, then the committee also determines the specific procedure (Institutional, Program, or Off- Campus Instructional Sites) for reporting the change to the Commission. These specific procedures include: The Review of Changes Requiring Approval Prior to Implementation; Review of Changes Requiring Notification Prior to Implementation; and Closing a Program, Site, Branch Campus or Institution.
4. The Accreditation Liaison and President are responsible for notifying the Commission of any substantive changes.
5. If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Substantive Change Committee, is responsible for preparing the documentation and for organizing any onsite substantive change committee visits. Additional committees may also be organized to assist in these tasks.

6. Calhoun Community College's Substantive Change policy is published on the institution's website. In addition, the Substantive Change Committee shares the policy and/or any changes to the policy as needed with all of the College's administrators during President's Staff meetings.
7. All Substantive Change correspondence will be posted on the College's website under the Office of Institutional Effectiveness and Research.

Adopted September 17, 2012 by the President's Staff

Revised October 7, 2015 due to staffing changes

Revised January 5, 2017 for clarity on types of Substantive Changes

Revised February 1, 2021 to include SACSCOC Policy Changes

Revised February 26, 2024 to update titles, add the Dean of FA, update recording secretary, and include Faculty representatives