PROCEDURE

PROCEDURE NUMBER: 4-1-1

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PROCEDURE TITLE: SACSCOC SUBSTANTIVE CHANGES

BASED ON SACS POLICY TITLE: SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS OF THE COMMISSION ON COLLEGES http://www.sacscoc.org/

AUTHENTICATED BY PRESIDENT DATE

Mary Thorne 3/8/10

Purpose: To establish a process for adherence to the policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) related to institutional change. In accordance with SACSCOC policies, TTC will notify the Commission of substantive changes and will seek approval prior to the initiation of changes when appropriate.

Definitions
The following are examples of types of institutional change that might be substantive change. For a complete list see the SACSCOC Web site:

A. Substantive changes that are likely to apply to TTC:

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Required College Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating a certificate program</td>
<td>using existing approved courses.</td>
<td>No action required</td>
</tr>
<tr>
<td></td>
<td>at a new off-campus site (previously approved program).</td>
<td>Submit a modified prospectus prior to implementation</td>
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<tr>
<td></td>
<td>that is a significant departure from previously approved programs.</td>
<td>Submit a modified prospectus prior to implementation</td>
</tr>
<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
<td>that are significantly different from current programs</td>
<td>Submit a letter of notification prior to implementation</td>
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<tr>
<td></td>
<td>that are NOT significantly different from current programs</td>
<td>No action required</td>
</tr>
<tr>
<td>Initiating off-campus sites (including Dual Credit programs offered at the high school)</td>
<td>when a student can obtain 50 percent or more of the credits for a program.</td>
<td>Submit a prospectus 6 months in advance of implementation</td>
</tr>
<tr>
<td></td>
<td>when a student can obtain 25-49 percent of the credits for a program.</td>
<td>Submit a letter of notification prior to implementation</td>
</tr>
<tr>
<td></td>
<td>when a student can obtain 24 percent or less of the credits for a program.</td>
<td>No action required</td>
</tr>
<tr>
<td>Expanding at current degree level (offering a new program that is significantly different from current programs)</td>
<td></td>
<td>Submit a prospectus 6 months in advance of implementation</td>
</tr>
<tr>
<td>Initiating a branch campus</td>
<td></td>
<td>Submit a prospectus 6 months in advance of implementation</td>
</tr>
</tbody>
</table>
B. Substantive changes that are less likely to apply to TTC:
   • Initiating joint degrees with another institution
   • Initiating program/courses offered through contractual agreement or consortium
   • Relocating an off-campus instructional site
   • Altering significantly the length of a program

C. Substantive changes that are unlikely to apply to TTC:
   • Initiating coursework or programs at a more advanced level than currently approved
   • Altering significantly the educational mission of the institution
   • Initiating a merger/consolidation with another institution
   • Relocating a main or branch campus
   • Changing governance, ownership, control, or legal status of an institution
   • Closing an institution

D. Substantive changes for which the college has already received SACSCOC approval:
   • Initiation of distance learning (1997)
   • Dorchester County Career and Technology Center off-site location (2009)
   • West Ashley High School off-site location (2009)
   • First Baptist School off-site location (2009)

Persons Responsible
   • President, vice presidents, and academic leaders (deans and directors) - report institutional changes to the institutional liaison.
   • Institutional liaison - monitors all institutional changes reported and provides training on substantive change as needed.

Process
   • Semi-annually, the institutional liaison will send a check sheet to vice presidents and academic leaders requesting information on any institutional changes (listed above) that have taken place in their areas since the last report.
   • The institutional liaison, appropriate vice president and the president will review the changes identified on the check sheets to determine which changes are substantive.
   • For each change identified as substantive, the supervising vice president will assign responsibility to appropriate divisional personnel to work with the institutional liaison to complete the required materials for submission (e.g., prospectus and letters).
   • The president will send completed substantive change documents to SACSCOC.
Substantive Change Check Sheet

Directions: Please check the list below of institutional changes that could result in a SACSCOC substantive change for the college. If your area has such a change, complete the form below and return to the institutional liaison (name inserted here) by date (date inserted here).

Institutional Changes

1. Initiating a certificate program
2. Expanding program offerings at previously approved off-campus sites
3. Initiating off-campus sites (including Dual Credit programs offered at the high school)
4. Expanding at current degree level (significant departure from current programs)
5. Initiating a branch campus
6. Initiating joint degrees with another institution
7. Initiating program/courses offered through contractual agreement or consortium
8. Relocating an off-campus instructional site
9. Altering significantly the length of a program
10. Initiating coursework or programs at a more advanced level than currently approved
11. Altering significantly the educational mission of the institution
12. Initiating a merger/consolidation with another institution
13. Relocating a main or branch campus
14. Changing governance, ownership, control, or legal status of an institution
15. Closing an institution

Type of change (from list above): ________________________________

Description of change in your area: ____________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Name: ________________________________ Date: ________________________________

Refer to the Substantive Change for Accredited Institutions of the Commission on Colleges Policy, available at www.sacscoc.org for more comprehensive information regarding substantive changes.

(Please see TTC Procedure 4-1-1, SACSCOC Substantive Changes, for details)