

Substantive Change Submission/Approval Form

In accordance with the accreditation standards of the Southern Association of Colleges and Schools Commission on Colleges (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.

Part 1— Curriculum changes

Indicate the type of change below. If the planned change does not concern curriculum, see Part 2 of this form.

- Initiating a new degree/certificate
- Initiating a direct assessment/competency-based program
- Altering significantly the length of a program
- Closing a program or award
- Initiating course work or a program at a different level than currently approved
- Initiating programs/courses offered through contractual agreement or consortium
- Initiating coursework leading to 25% or more of an award at an instructional site
- Initiating coursework leading to 50% or more of an award at an instructional site

Initiator's name
and signature: _____ Date: _____

Assoc. Vice Chancellor: _____ Date: _____

Program or site name: _____

Brief Description of the Proposed Change:

Forwarded for consideration by the Accreditation Compliance Office by the following representative of the Curriculum Office or Dual Credit Office:

Name and signature: _____ Date: _____

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: _____

This form will be returned to the Curriculum Office or Dual Credit Office by the Accreditation Compliance Office once the determination concerning substantive change has been made. This form will be returned to the Accreditation Compliance Office with all of the appropriate signatures below and with all of the relevant documentation concerning the curriculum change once the approval process is completed.

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 the 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.

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

Date of Board Approval, if applicable Date: ____/____/____

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

Part 2—Other changes

Indicate the type of change this initiative encompasses below:

- Initiate a branch campus
- Move an instructional site
- Close an instructional site
- Initiate a merger/consolidation
- Change governance or ownership of HCC
- Initiate a joint or dual degree program with another institution

Brief description of the proposed change:

For VCPIE
use only

_____ Date _____
Accreditation Compliance Director

_____ Date _____
Senior Vice Chancellor, Finance and Administration

_____ Date _____
Chief Facilities Officer

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

Date of Board Approval, *if applicable*: _____/_____/_____

Date of Executive Cabinet approval, *if applicable*: _____/_____/_____

Date of Chancellor notification/approval,
if applicable _____/_____/_____