
TRINITY VALLEY COMMUNITY COLLEGE

SUBSTANTIVE CHANGE PROCEDURE

In accordance with Trinity Valley Community College Board Policy

NOTE: This procedure applies generally to all substantive changes. Certain categories of substantive change may require additional documentation and will be addressed on a case-by-case basis in consultation with the Vice President for Instruction/Accreditation Liaison.

Step 1: The Responsible Administrator for the potential substantive change identifies the need for the change in coordination with the appropriate administrator. The proposed change is then submitted to the Accreditation Liaison for discussion and review. The Accreditation Liaison evaluates the nature of the change to determine the required documentation, if any, to be submitted to SACSCOC, as well as the submission deadlines relative to the intended implementation. The Accreditation Liaison and the Vice President for Institutional (VPI) then notify the President of the proposed change.

Step 2: The Responsible Administrator collects the required documentation and prepares a preliminary budget, if applicable. The proposal is then submitted to the VPI for approval. Once approved, the change is presented to the Curriculum and Instruction Committee for approval.

Step 3: The Accreditation Liaison collaborates with the Responsible Administrator to develop, review, and finalize the requisite documentation, substantive change prospectus, or modified prospectus for formal submission to SACSCOC.

Step 4: Before submission to SACSCOC, all documents must receive the appropriate internal approvals from relevant College District personnel, including the President and the Board of Trustees, if necessary.

Step 5: The Accreditation Liaison formally submits the completed substantive change prospectus, together with all required supporting documentation, to SACSCOC.

DEADLINES: Documents and prospectuses must be submitted to SACSCOC several months in advance of the anticipated implementation date of a substantive change. As SACSCOC substantive change procedures are subject to periodic revision, the Responsible Administrator should coordinate closely with the Accreditation Liaison to establish and adhere to all applicable deadlines.

The Accreditation Liaison keeps the faculty and Division Chair informed of communications from SACSCOC during the Commission's review of the prospectus and notifies both the Responsible Administrator and the TVCC President of the Commission's determination once it is received.