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 administrators will serve on the institution’s Substantive Change Committee: Accreditation Liaison (Chairperson), Vice President of Instruction and Student Success, Dual Enrollment Coordinator, Dean of Health Sciences, Dean of CIS, Technologies and Workforce Development, Dean of Math and Science, Dean of Social Science and Humanities, Distance Learning Coordinator and the Administrative Assistant in the Office of Planning, Research and Grants.

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 SACS guidelines. If any of the changes are substantive, then the committee also determines the specific procedure (1, 2, or 3) for reporting the change to the Commission.

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 Planning, Research and Grants.

Adopted September 17, 2012 by the President’s Staff