

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE SUBSTANTIVE CHANGE POLICY	Policy 3.03.09
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As required by the institutional accreditor, Southwestern Community College shall report to the accreditor written notification of all changes in curriculum offerings and facilities. Changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered shall also be reported.

**APPLICATION:**

All employees are expected to follow this policy. Some employees have specific responsibilities for monitoring and reporting substantive change, as listed below.

A. The Accreditation Liaison shall ensure the following duties are performed, either personally or as delegated to the Chairs of the Institutional Accreditation Leadership and Compliance Committees:

- Providing the President, Vice Presidents, Deans, and Directors with information about the institutional accreditor's Substantive Change Policy.
- Informing the SCC Board of Trustees of any substantive changes.
- Providing a list of examples of substantive change on the College's Institutional Research and Planning website.
- Working with Vice Presidents, Deans, and Directors to determine whether a proposed change is substantive
- Attending on a routine basis the Curriculum and Instruction Committee meetings, the Instruction and Student Services Administrators meetings, and the President's Council meetings to monitor changes that may be substantive.
- Determining what action is needed when a change is substantive.
- Submitting the appropriate notification and documentation under the President's signature to the institutional accreditor.

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B. The President, Vice Presidents, Deans, and Directors have a fundamental responsibility to:

- Have a general knowledge of the substantive change policy.
- Inform the College's Accreditation Liaison and the Institutional Research and Planning Department as soon as possible of proposals that may be considered a substantive change.
- Provide, when requested by the Accreditation Liaison, the information, data, or text describing a substantive change as necessary to comply with institutional accreditation policies..
- Ensure that plans or initiatives support College compliance with the Substantive Change Policy.

Adopted: April 28, 2015

Revised: September 23, 2025