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| **Substantive Change Check Sheet for Reporting to the Southern Association of Colleges and Schools** |

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| **DIRECTIONS:** | **Part I** shall be completed by the division/department initiating the substantive change. *Refer to the Substantive Change Policy and Procedures, available at* [*www.SACSCOC.org*](http://www.SACSCOC.org)*, for additional information.* |
|  | **Part II** must be completed for academic-related actions.  |
|  | **Part III** must be completed for governance-related actions. |
| *If you have questions regarding the decision about this initiative being a substantive change, please consult Dr. Susan Graybeal, the College’s SACSCOC accreditation liaison.* | **Part IV** must be completed for all actions. The information gleaned from this process shall be used to determine substantive change reporting. Once all required signatures are affixed, the completed form shall be maintained in the office of the SACSCOC accreditation liaison. ***Refer to Northeast State Policy 04:48:00, Substantive Changes, for more information****.* |

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| **PART I:** |

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| **A.** Describe the exact action and attach supporting documentation: |

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| **B.** Corresponding Substantive Change Type:  | Not Applicable |

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| **C. P**roposed implementation date: |

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| **D**. Name of initiator: |

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 | **E.** Current Date: |

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| **PART II: ACADEMIC-RELATED ACTIONS**

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| [x]  | **Academic Program/Courses:** To include initiating courses/programs at an advanced or lower level, expanding at the current degree level [significant departure from current programs], initiating programs/courses through a contractual agreement/consortium, altering significantly the length of a program, initiating a degree completion program, closing a program, or initiating a teach-out agreement. |
| [ ]  | **Distance Education:** To include initiating a branch campus, initiating/expanding off-campus site, adding significantly different programs at approved site; initiating/expanding distance learning; or relocating a campus. |

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| In my professional judgement, this action *DOES* constitute a substantive change that warrants notification | In my professional judgement, this action *DOES* constitute a substantive change that warrants approval | In my professional judgement, this action *DOES NOT* constitute a substantive change  |  |  |
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| Click or tap here to enter text. |
| *Academic Division Dean (Required for all Academic Program/Course Actions)* |

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| Click or tap to enter a date. |
| *Date* |

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| Click or tap here to enter text. |
| *Assistant Vice President for Multi-Campus Programs (Required for all Distance Education Actions)* |

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| Click or tap here to enter text. |
| *Assistant Vice President for Academic Affairs* |

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| *Vice President for Academic Affairs/ Academic Affairs Committee Chair* |

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| *SACSCOC Accreditation Liaison* |

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| **PART III: GOVERNANCE-RELATED ACTIONS** |
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| [ ]  | **Governance:** To include merger/consolidation, significantly altering mission, changing governance, or closing the institution. |
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| *SACSCOC Accreditation Liaison* |

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| **PART IV: ALL ACTIONS** |
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| Click or tap here to enter text. |
| *President* |

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| *Date* |

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NSTCC 408-004

*Latest Update: 9/28/2022*