



Policy Source: Gwinnett Tech	Owner: Director, Office of Institutional Research and Effectiveness	Effective: 01/2013
Division: Student Affairs	Reviewed: 09/2015, 01/2018, 02/2019, 02/2026 Revised: 02/2026	

### **6.9.5 GT      Substantive Change**

In compliance with 14.2 of the Southern Association for Schools and Colleges Commission on College's (SACSCOC) Principles of Accreditation, Gwinnett Technical College will hold responsibility for compliance with the Substantive Change policy.

Substantive change is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution,” and includes, but is not limited to, significant changes in mission, legal status, program offerings, campus locations (including the creation of branch campuses), acquisitions, mergers, and program level offerings. Any institutional alteration which can be categorized as a substantive change is to be reported to SACSCOC in a timely fashion and according to the appropriate method prescribed in the aforementioned SACSCOC policy.

It is the responsibility of the president, vice presidents, deans, and directors of academic programs and service departments to be conscious of this policy, to contact the Office of Institutional Research and Effectiveness (OIRE) with any proposals which may be considered a substantive change at the earliest possible moment, and to provide the proper documentation and research when requested (including, but not limited to, a prospectus, background data/information, an assessment of need, approval documentation, descriptive narratives, and/or a catalog of available financial or physical resources supporting the change).

SACSCOC requires notification of substantive change from anywhere between the date of substantive change action to 12 months beforehand. Considering this timeline, as well as the time needed to collect, organize, and approve documentation for the SACSCOC notification procedure, college leadership will notify the OIRE as early as possible if they suspect a substantive change will occur. OIRE will await a response from the SACSCOC Liaison concerning the appropriate steps needed to notify SACSCOC, and will work promptly to fulfill any requested actions.

Once proper documentation is compiled, OIRE will submit this documentation to the SACSCOC Liaison for approval. The SACSCOC Liaison will submit the notification of substantive change in a timely fashion and follow the SACSCOC policy regulations on the submission of such notifications.

Any unreported substantive change found after the fact must be reported to OIRE/SACSCOC Liaison immediately. The Liaison will then notify SACSCOC with immediacy and according to the SACSCOC policy on unreported substantive changes.