

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE**

Title <b>SUBSTANTIVE CHANGE FOR ACCREDITED INSTITUTIONS</b>	Number <b>A-16</b>
Authority	Page <b>1 of 1</b>
Division of Responsibility <b>President</b>	Approval Date <b>11/2/20</b>
Approval President _____  Commission Chair _____	Supersedes Policy No. <b>A-16</b> Date <b>2/4/13</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

The purpose of the Substantive Change For Accredited Institutions Policy is to ensure that Williamsburg Technical College will continuously monitor all changes at the institution to ensure that any substantive changes representing a significant modification or expansion of the nature and scope of the institution will be reported appropriately and in a timely manner to the Southern Association of Colleges and Schools Commission on Colleges (the Commission). This policy is aligned with the purpose of the President’s Office of the College.

It is the responsibility of the President’s Council(PC), the Academic Council (AC), and the Curriculum Review Committee (CRC) to follow the substantive change procedures established by the Commission and to collaborate with the College’s SACSCOC Liaison to ensure compliance and to inform the Commission of such changes in accordance with those procedures. The President’s Office shall be responsible for implementing the policy as well as compiling and submitting the required substantive change documentation to the Commission whenever a change at the institution requires notification and documentation.