

***Office of Institutional Effectiveness***

**Memorandum to File**

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

***Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):***

Date of Request:

Description of Change:

Award and Major Code:

Location:

Program Director:

|  |  |
| --- | --- |
| Division and Program Group |  |
| Campus/Site Address of Change if New Site: |  |
| Change Type: |  |
| Expected Implementation Term: |  |
| Leadership Team Approval Date: |  |
| State Board Approval Date: |  |
| Crosswalk Completed (Yes or NA) |  |

***Rationale for Internal Decision:***

*New Programs:* SACSCOC policy dictates that a new program created from existing approved courses (i.e. a “repackaging”) where there is less than 25% new content is not considered a substantive change.

*Program Length:* Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

*Program Closures:* The SACSCOC *Substantive Change Policy and Procedures* states: “Program closure is not required for a specialization embedded within a discipline-specific program.” This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is notconsidered a substantive change.

Substantive change requests and decisions are archived in the College’s [Substantive Change Log](https://www.laniertech.edu/sacs/SubChange/default.html).

**IE Analysis of Significant Departure and Decision:**

Signature of Official:

Date of Decision: