

RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES  
SUBSTANTIVE CHANGE

GK  
(REGULATION)

PURPOSE	The purpose of this regulation is to outline the procedures to be followed to monitor, collect, and share information regarding any College District substantive change to ensure timely reporting of any such change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
APPLICABILITY	This regulation applies to all College District employees and departments.
DEFINITIONS	<p><b>Directly Responsible Individuals (DRIs):</b> For the purposes of this regulation, DRIs are particular College District administrators, at the level of Vice Chancellor (or the administrative equivalent) or above, who are charged with ensuring that SACSCOC's Policy on Substantive Change (<a href="http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf">http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf</a>) and the College District's relevant policies and procedures are followed. Under this regulation, DRIs are also responsible for reviewing and approving substantive change proposals prior to submission to SACSCOC.</p> <p><b>Substantive change:</b> As used in this regulation, "substantive change" is a significant modification or expansion of the nature and scope of an accredited institution. For more detail and relevant examples, please see GK (LOCAL).</p> <p><b>Significant departure:</b> As used in this regulation, "significant departure," with respect to an academic program, is present when the new program in question is not closely related to previously-approved programs at the institution or site or for the mode of delivery in question.</p> <p>The following questions serve as guidance to determine whether a new program represents a "significant departure":</p> <ul style="list-style-type: none"><li>• What previously approved programs does the institution offer that are closely related to the new program and how are they related?</li><li>• Will significant additional equipment or facilities be needed?</li><li>• Will significant additional financial resources be needed?</li></ul>
ROLES AND RESPONSIBILITIES	<p><b>Vice Chancellor of Planning and Institutional Effectiveness (VCPiE):</b> The VCPiE serves as the SACSCOC Accreditation Liaison (Liaison) and is responsible for ensuring the College District's compliance with all SACSCOC policies. As the Liaison, the VCPiE and the Director of Accreditation Compliance are responsible for notifying SACSCOC of any and all substantive changes in a timely manner. The VCPiE delegates the day-to-day administrative work</p>

of SACSCOC compliance to the Director of Accreditation Compliance.

**Director of Accreditation Compliance (Director):**

The Director is responsible for keeping College District employees informed of substantive change requirements and working closely with relevant personnel to assist the VCPPIE in monitoring potential instances of substantive change.

As such, the Director is responsible for e-mailing the College Presidents and Deans monthly about plans/ information regarding any off-campus sites or new instructional programs and preparing relevant reports that involve any policy changes, new off-campus sites, and enrollment patterns

The Director is also responsible for maintaining the *Accreditation Compliance* website <http://www.hccs.edu/district/about-us/accreditation/> designed to keep the community informed of reported changes and developments related to substantive change. The Director also prepares documentation required for timely and complete notification of substantive changes to SACSCOC.

**College Presidents (Presidents):**

Presidents provide oversight for off-campus course offerings by all divisions at their respective College and ensure that that deans and employees at their Colleges with responsibilities under this regulation are aware of and complying with relevant substantive change reporting requirements.

**Deans:**

Deans serve as the substantive change contact for their instructional areas. In compliance with substantive change policy and procedure, Deans are responsible for keeping the Director informed of off-campus course offerings planned for future terms using the Substantive Change Submission/Approval Form ("Form") [See EXHIBIT].

**Vice Chancellors and Administrative Equivalents:**

These individuals work closely with the Director and the VCPPIE to ensure compliance with the College District's substantive change obligations as they pertain to their respective areas of responsibility.

**Instructional Associate Vice Chancellors (IAVCs):**

IAVCs are responsible for reporting all new and discontinued programs to the responsible President, Vice Chancellor, and Director using the Form.

**Associate Vice Chancellor (AVC) of Curriculum:**

The AVC of Curriculum oversees curriculum development and program closures for the College District and ensures that all curriculum changes and program closures are reported to the Vice Chancellor for Instructional Services and Chief Academic Officer (VCIS/CAO) and the Director using the Form.

**Associate Vice Chancellor (AVC) for Communications and Marketing:**

The AVC for Communications and Marketing ensures all substantive changes are communicated to internal and external stakeholders as appropriate.

**College Operation Officers:**

The College Operation Officers are responsible for providing their respective Presidents and the Director with any MOUs and leasing contracts associated with off-campus sites.

MANDATORY  
TRAINING

All individuals who fill roles named in the previous "ROLES AND RESPONSIBILITIES" section of this regulation, and those who function as DRIs under this regulation, shall attend in-person training annually regarding compliance with this regulation and SACSCOC's Policy on Substantive Change.

Any verification and/or testing components of the training shall be strictly implemented and enforced. Compliance with this and other mandatory training initiatives are conditions of continued employment for contracted and at-will employees. Consequences of noncompliance, up to and including termination, are further addressed in DKA (REGULATION).

PROCEDURES

Different types of substantive change require distinct approval/notification requirements, procedures, reporting timelines, and in some cases, approval, prior to implementation.

All individuals responsible for reporting potential substantive changes to the Director shall do so using the Form and observe the appropriate procedures set forth for each type of substantive change in the following tables.

No substantive change requiring SACSCOC approval or advance notification may be implemented until a letter of approval or an acceptance of notification is received from SACSCOC.

**New Degree or Certificate Program:** Upon receipt of a Form regarding a new degree or certificate program, the Director and VCPIE shall determine whether proposed changed represents a significant departure.

If so, the Form shall be forwarded to the appropriate party for approval. If duly approved by all requisite DRIs, the AVC of Curriculum and the Director will prepare the relevant prospectus and send it with accompanying documentation to SACSCOC after review/ approval by the Liaison.

If the new program is not a significant departure, the Director will prepare a notification letter to be sent to SACSCOC after review/approval by the Liaison. Due consideration shall be given to SACSCOC deadlines for notification and planned implementation dates.

Once SACSCOC approval is received, the Director will notify the AVC of Curriculum and update the *Accreditation Compliance* website. The AVC of Curriculum will update the College District webpage and academic catalog and notify the Executive Director of Financial Aid, as well as other key or impacted constituents.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **New Degree or Certificate Programs**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating a new degree/certificate using existing approved courses	After THECB approval	No, but SACSCOC acknowledgement is needed if students placed in the program are to be eligible for federal financial aid.	VCIS/CAO	Notification Letter or e-mail
			THECB* DOE**	

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Initiating a new degree/certificate that is a significant departure from current programs	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCIS/CAO	Prospectus
			BOT*** THECB DOE	
Initiating a direct assessment competency-based program	By March 15 for implementation planned for 1/1-6/30; by September 1 for implementation planned for 7/1-12/31 in the subsequent year	Yes	VCIS/CAO	Letter of notification, screening form and possible prospectus
			THECB	
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	At the discretion of SACSCOC staff	Yes	VCIS/CAO	Modified prospectus
			BOT THECB DOE	
Altering significantly the length of a program	At the discretion of SACSCOC staff	Yes	VCIS/CAO	Modified prospectus
			THECB DOE	
Initiating degree completion programs	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCIS/CAO	Prospectus
			BOT THECB DOE	

\*THECB: The Texas Higher Education Coordinating Board

\*\*DOE: United States Department of Education

\*\*\*BOT: The College District's Board of Trustees

**Discontinued Degree or Certificate Program:** Upon submission of a Form regarding a discontinued degree or certificate program, the AVC of Curriculum shall collaborate with the relevant Dean(s)

to prepare appropriate documentation, as indicated on the Form, including teach-out plan(s) where necessary.

Thereafter, the Form, along with relevant documentation, shall be distributed to the requisite DRIs for approval. Once all approval signatures have been obtained, the Director shall prepare a letter of notification for submission to SACSCOC after review/approval by the Liaison.

Once SACSCOC approval is received, the Director will notify the AVC of Curriculum and update the *Accreditation Compliance* website. The AVC of Curriculum will update the College District webpage and academic catalog and notify the Financial Aid office, as well as other key or impacted constituents.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Discontinued Degree or Certificate Programs**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Closing a program (internal teach-out plan)	Immediately following the decision to close the program	Yes	VCIS/CAO	Description of teach-out plan and letter of notification
			THECB DOE	

**Offering Credit at a New Level:** The Associate Degree is the highest degree the College District is accredited to award. Awarding a degree at a higher level requires the approval of the Texas State Legislature and the THECB.

Upon review of a Form proposing the College District offer credit at a new level; if permitted, the VCIS/CAO and the Director shall draft an application for level change. After review by the Liaison, the application shall be submitted to SACSCOC in accordance with curricular guidelines only after all requisite DRI approvals have been obtained.

Once SACSCOC approval is received, the Director will notify the AVC of Curriculum and update the *Accreditation Compliance* website. The AVC of Curriculum will update the College District

webpage and academic catalog and notify the Financial Aid office, as well as other key or impacted constituents.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Offering Credit at a New Level**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating coursework or programs at a different level than currently approved	By March 15 for implementation planned for 1/1-6/30; by September 1 for implementation planned for 7/1-12/31 in the subsequent year	Yes	VCIS/CAO	Application for level change
			BOT THECB DOE	

**New Off-Campus Sites:** When any College District department anticipates offering credit courses comprising more than 50% of any previously approved program at any new location, the Dean, or the AVC of College Readiness that maintains the College District's relationship with the local ISDs, shall notify the AVC of Curriculum and submit a Form to the Director at least six (6) months prior to the implementation date for an identification of reporting, procedural, notification, and approval requirements.

New off-campus sites at which a student earns less than 50% of his/her credits toward a program, however, also trigger notification requirements prior to implementation if the student is able earn at least 25% of those credits at the off-campus site. As such, the relevant Dean(s) and AVCs/IAVCs are required to closely monitor the potential impact of new/proposed off-campus sites.

Once all requisite DRI approvals have been obtained, and in accordance with institutional curricular guidelines, the Director and relevant Dean and/or the AVC of College Readiness shall prepare a prospectus for submission to SACSCOC after Liaison approval. Once SACSCOC approval is received, the Director will notify the relevant Dean and the AVC of Curriculum and update the

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*Accreditation Compliance* website. The AVC of Curriculum will update the College District webpage and academic catalog and notify the Financial Aid office, as well as other key or impacted constituents.

In addition, the Deans' Council shall meet biannually to review all anticipated new off-campus sites and additional course offerings at non-approved sites to prepare for like substantive changes.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **New Off-Campus Sites**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating off-campus sites where students can obtain 50% or more credits toward any program	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCIS/CAO	Prospectus
			DOE	
Initiating off-campus sites where students can obtain 25-49% credits toward any program	Prior to implementation	No	VCIS/CAO	Notification Letter
			N/A	
Initiating off-campus sites where students can obtain less than 24% of credits toward any program	N/A	No	VCIS/CAO	N/A
			N/A	



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Offering previously approved program at previously approved off-campus sites	N/A	N/A	VCIS/CAO	N/A
			N/A	
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	At the discretion of SACSCOC staff	Yes	VCIS/CAO	Modified prospectus
			N/A	
Adding a site under a U.S. military contract for a previously approved program	At the discretion of the SACSCOC staff	Yes	VCIS/CAO	Modified prospectus
			N/A	

**Moving an Instructional Site:** After receiving the Form to move an off-campus site, the Director determines if the move is within the current service area or to a new service area. This distinction serves to inform the VCPIC or Director with respect to the reporting, procedural, notification, and approval requirements to be assigned on the Form.

In addition, if the stated purpose of the move is to attract a wider or different student base to the site, the move is considered to be to a new service area. For these moves, after all requisite DRI approval is obtained, the Director works with the Chief Facilities Officer (CFO) and President to prepare a prospectus and gather the appropriate documentation for submission to SACSCOC after review by the Liaison.

Once SACSCOC approval is received, the Director shall notify the AVC of Communications and Marketing of the new address so that appropriate communication throughout the institution, including, but not limited to, updating the website, occurs. The Director will notify the President, CFO, and VCIS/CAO of any final changes.

For a site that is not being moved to a new service area, after all requisite DRI approval is obtained, the Director prepares a letter of

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notification for submission to SACSCOC after review by the Liaison. Once SACSCOC acknowledgement is received, the Director shall notify the AVC of Communications and Marketing of the new address so that appropriate communication throughout the institution, including, but not limited to, updating the website, occurs.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Moving an Instructional Site**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Moving an off-campus site (within the same campus service area)	Prior to implementation	No (prior notification is required)	VCIS/CAO with VCPIE	Notification letter
			BOT	
Moving an off-campus site to a new service area	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCIS/CAO with VCPIE	Prospectus
			BOT THECB	

**Branch Campuses:** Should the College District pursue the establishment of a new branch campus, a Form must be submitted so that the Director/VCPIE may articulate the applicable requirements.

Once all requisite DRI approval has been obtained, the Director, Liaison, and potentially other key stakeholders, shall prepare the prospectus and associated documentation. The Liaison will forward the documentation to the Chancellor's Office for signature and submission to SACSCOC.

Once SACSCOC approval is received, the Director shall notify the AVC of Communications and Marketing so that appropriate communication throughout the institution, including, but not limited to, updating the website, occurs.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with establishing **Branch Campuses**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Relocating a main or branch campus	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCPIE	Prospectus
			BOT	
Initiating a branch campus	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCPIE	Prospectus
			BOT	

**Discontinuing Use of a Branch Campus or Instructional Site:**

When discontinuing a leasing agreement because the College District no longer needs to utilize a branch campus or instructional site location, a Form should be submitted to ensure proper procedural, approval, and other relevant requirements are met.

Once all requisite DRI approval is obtained, and the CFO has notified the Director of the leasing agreement, the Director shall immediately prepare a letter of notification for submission to SACSCOC after review by the Liaison.

If the intention is to discontinue offering dual credit classes at a previously approved high school, the AVC of College Readiness shall initiate the change with the Form.

Once SACSCOC approval is received, the Director shall notify the AVC of Communications and Marketing to update the College District webpage in the case of a leased site and notify the appropriate constituents. In the case of a dual-credit site, the Director shall notify the AVC of College Readiness that approval has been received to discontinue teaching at a dual credit site.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Discontinuing Use of a Branch Campus or Instructional Site:**

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Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Closing an approved site (internal teach-out plan)	Immediately following the decision to close the site	Yes	VCPIE	Description of teach-out plan and letter of notification
			BOT	
Closing an off-campus site or branch campus, where HCCS plans to teach out its own students	Immediately following the decision to close the program	Yes	VCPIE	Description of teach-out plan and letter of notification
			BOT	

**Contractual Agreements and Consortiums:** The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Contractual Agreements and Consortiums:**

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating programs or courses offered through contractual agreement or consortium	Prior to Implementation	No (prior notification is required)	VCIS/CAO	Letter of Notification and copy of signed MOU
			N/A	

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Initiating a merger or consolidation with another institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1 – 6/31 implementation	Yes	VCPIE	Institutional Summary, Prospectus
			BOT THECB	
Acquiring any program or site from another institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1 – 6/31 implementation	Yes	VCPIE	Institutional Summary, Prospectus
			BOT	
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1 – 6/31 implementation	Yes	VCPIE	Institutional Summary, Prospectus
			BOT	
Entering into a contract with an entity not certified to participate in USDOE Title IV Programs if the entity provides 25% or more of an educational program offered by HCCS	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCPIE	Prospectus
			DOE	

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Entering into a contract with an entity not certified to participate in USDOE Title IV Programs if the entity provides less than 25% of an educational program offered by HCCS	Prior to implementation	No (prior notification is required)	VCPIE	Letter of Notification and Copy of signed MOU
			DOE	

**Change in Governance or Mission:** Any proposed change in the College District's governance or mission requires the Chancellor's approval prior to submission to SACSCOC.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with a **Change in Governance or Mission**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Changing governance, ownership, control, or legal status of an institution	By 12/15 for 7/1-12/31 implementation; By 6/1 for 1/1 – 6/31 implementation	Yes	VCPIE	Institutional Summary, Prospectus
			BOT THECB	
Altering significantly the educational mission of the institution	At the discretion of the SACSCOC staff	Yes	VCPIE	Prospectus
			BOT THECB	

**Other Collaborative Programs:** After obtaining all of the appropriate signatures on the Form and, in coordination with the Liaison and other key stakeholders, the Director shall prepare the prospectus or other appropriate documentation when a prospectus is not required. If the implementation involves an Early College High School, the AVC of College Readiness shall assist in the

creation of the prospectus and gathering the required documentation. After his/her review, the Liaison shall obtain the Chancellor's signature and then submit the documentation to SACSCOC.

After SACSCOC approval is received, the Director shall notify the appropriate constituents, including the AVC of Communications and Marketing to update the College District webpage.

The following table sets forth the reporting, procedural, notification, and approval requirements associated with **Other Collaborative Programs**:

Type of Change	Contact SACSCOC	Is prior approval from SACSCOC required before implementation	Directly Responsible Individual	Documentation
			Other Approvals	
Initiating a joint or dual degree with another SACSCOC institution	Prior to implementation	No (prior notification is required)	VCPIE	Copy of signed MOU and contact information for each institution
			THECB DOE	
Initiating a joint or dual degree with at least one institution not accredited by SACSCOC	At least 6 months prior to implementation	Yes	VCPIE	Copy of signed MOU and contact information for each institution
			THECB DOE	
Initiating a joint or dual degree involving program expansion (significant departure) or initiating a new site where a student can obtain 50% or more credits toward a program.	By Jan. 1 for 7/1-12/31 implementation; By July 1 for 1/1-6/30 implementation	Yes	VCPIE	Prospectus, copy of the signed agreement, and details according to SACSCOC policy
			THECB	

OFFICE OF  
RESPONSIBILITY

The Office of Planning and Institutional Effectiveness.

### Substantive Change Submission/Approval Form

To maintain accreditation with the Southern Association of Colleges and Schools Commission on College (SACSCOC), HCC must notify SACSCOC of any potential or actual substantive changes in programs, facilities, centers, or program delivery in a timely fashion, and in many cases, must obtain prior approval from SACSCOC prior to the implementation of such a change.

When reporting a proposed substantive change [as defined in GK (LOCAL)], please complete the below information and assessment (if applicable) and forward the form to the Director of Accreditation Compliance or the Vice Chancellor for Planning and Institutional Effectiveness for an identification of reporting, procedural, notification, and approval requirements on page 2.

Initiator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Type: \_\_\_\_\_

Brief Description of the Proposed Change:

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### Substantive Change Assessment

*Does this initiative:*

- |  |              |
|--|--------------|
| Initiate new degree/certificate (significant departure from current programs)? | ___yes ___no |
| Initiate a direct assessment competency-based program?                         | ___yes ___no |
| Alter significantly the length of a program?                                   | ___yes ___no |
| Close a program or award?  | ___yes ___no |
| Initiate course work or program at a different level than currently approved   | ___yes ___no |
| Initiate a branch campus?  | ___yes ___no |
| Initiate a new instructional site?   | ___yes ___no |
| Move an instructional site?  | ___yes ___no |
| Initiate a branch campus?  | ___yes ___no |
| Close an instructional site?   | ___yes ___no |
| Initiate a merger/consolidation?   | ___yes ___no |
| Initiate programs/courses offered through contractual agreement or consortium? | ___yes ___no |



Change governance, ownership, control or legal status of HCC? yes no

Initiate a joint or dual degree program with another institution? yes no

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**To be completed by the Vice Chancellor for Planning and Institutional Effectiveness or the Director of Accreditation Compliance only:**

*Does this initiative reflect a substantive change? yes no. If "yes" designate the reporting requirements, procedures to be followed, and the Directly Responsible Individual (DRI). If "no," please include relevant instructions, if any, below.*

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Signatures and/or dates required for this proposed substantive change shall be indicated with an "X" below by the VCPiE.

Each Directly Responsible Individual (DRI) listed below indicates with his/her signature that (i) all relevant policies and procedures pertaining to the attached substantive change proposal including, but not limited to, the SACSCOC Policy on Substantive Change and HCC's Substantive Change protocol [See GK] have been followed; (ii) he/she approves the attached substantive change proposal; and (iii) he/she has effectively communicated his/her approval and support for the change to all direct reports that may be impacted.

**For VCPiE  
use only**

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Vice Chancellor, Planning and Institutional Effectiveness and  
SACSCOC Accreditation Liaison

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Vice Chancellor, Instructional Services & Chief Academic Officer

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Vice Chancellor, Student Services

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
President of \_\_\_\_\_ College

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Senior Vice Chancellor, Finance & Administration

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Chief Facilities Officer

Date of Board approval, *if applicable*: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required:**

Date of Executive Cabinet approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Chancellor notification / approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Submission to SACSCOC by the Accreditation Liaison: \_\_\_\_/\_\_\_\_/\_\_\_\_