

# LURLEEN B. WALLACE COMMUNITY COLLEGE SUBSTANTIVE CHANGE APPROVAL FORM

*Prior approval is required by the President, and ultimately the Southern Association of Colleges and School Commission on Colleges for a significant modification or expansion of the nature and scope of the College. Prior notification to SACSCOC must take place before the implementation of any significant changes as required by Comprehensive Standard 14.2 and may require additional SACSCOC approval if deemed necessary. If it is unclear as to whether a change is substantive in nature, the Accreditation Liaison will contact the Commission staff for consultation.*

**All documentation for approval of this change must be attached to this form. A substantive change prospectus is required for changes that require prior approval by SACSCOC.**

**Person/Committee Requesting Change:** \_\_\_\_\_  
**Unit/Department Name:** \_\_\_\_\_

**Summary of specific changes requested and assessed need for changes (Attach complete documentation/prospectus):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

*To be completed and initialed by Accreditation Liaison:*

<b>Requested Change:</b>	<b>Requirement:</b>
<input type="checkbox"/> Change in College mission or objectives	<input type="checkbox"/> Prior SACSCOC Notification
<input type="checkbox"/> Change in legal status or form of control	<input type="checkbox"/> Prior SACSCOC Approval (Attach Required Prospectus)
<input type="checkbox"/> New course or program	<input type="checkbox"/> SACSCOC Notification not Required
<input type="checkbox"/> Change in program clock hours or credit hours	
<input type="checkbox"/> New off-site location	
<input type="checkbox"/> Closure of program or off-campus site	
<input type="checkbox"/> Other change	

\_\_\_\_\_  
**Department Director or Division Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Accreditation Liaison**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Date**