

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Substantive Change</b>
<b>LEGAL AUTHORITY</b>	<b>President and Cabinet</b>
<b>DATE APPROVED</b>	<b>January 26, 2009</b>

Lawson State Community College (The College) will comply with the Commission on Colleges of the Southern Association of Colleges and Schools Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement. The College will notify the Commission on Colleges of the Southern Association of Colleges and Schools of the implementation of, termination of, or major changes to academic programs and substantive changes in distance learning offerings or locations of program offerings as defined by the Commission.

The College will require that the Vice President for Instructional Services on an annual basis, notify the President of the implementation of, termination of, or major changes to academic programs, and substantive changes in distance learning offerings and the location of programmatic offerings.

The President of the College will present, when appropriate, these change notification to the Alabama State Board of Education and then to the President of the Commission. The notification to the President of the Commission will summarize the proposed change, provided the intended implementation date, and if needed, list the street address, if the change involves the initiation of an off-campus site. This notification will include major changes to, or termination of academic programs, and any substantive changes related to distance learning offerings or location of programs.

The Office of the President of Lawson State Community College will keep the permanent file of the notifications of substantive change to the Commission on Colleges of the Southern Association of Colleges and Schools. A copy will also be provided to the institutional liaison and to the Vice Presidents. The documents will be maintained with other Commission on Colleges documents. The notifications will also be posted on the College's intranet.