

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ACCREDITATION AND SUBSTANTIVE CHANGE	Procedure Number:	1-4-100.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	1-4-100		

Approved: 
President

Date
Adopted: 11/18/2019
Date
Revised: 07/11/2022

DISCLAIMER

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.

Maintaining Regional Accreditation

Ensuring the College complies with all policies, procedures, core requirements, comprehensive standards, and federal requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is a shared responsibility of all institutional officers and is coordinated by the College's Accreditation Liaison. The College's Accreditation Liaison, appointed by the President, coordinates fulfillment of the following:

- Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
- Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
- Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.
- Serving as a contact person for Commission staff.
- Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
- Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.

- Ensuring that electronic institutional data collected by the Commission is accurate and timely.
- Maintaining a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.

Substantive Change

The College's Accreditation Liaison is responsible for keeping abreast of current, new, and/or revised policies and procedures of SACSCOC regarding modifications and expansions defined as substantive changes, communicating this information to institutional officers, reporting substantive changes as required, and for maintaining a log of substantive change submissions. Each institutional officer is responsible for monitoring potential substantive changes within his/her area(s) of responsibility and for timely reporting of those potential changes to the College's Accreditation Liaison. If a potential change is considered substantive as defined by SACSCOC and determined by the institution, then the College's Accreditation Liaison will initiate the development of the appropriate documentation for submission to SACSCOC. The College will comply with the documentation specifications and related timelines as outlined in the SACSCOC Substantive Change Policy.

Program-Specific Accreditation

Academic Deans, in collaboration with the Chief Academic Officer, are responsible for overseeing efforts to achieve and maintain program-specific accreditation as appropriate. The College will adhere to the policies, procedures, standards, and timelines specified by the respective accreditation organization. The Chief Academic Officer will maintain a compilation of accredited programs, the accrediting organization, and related dates.