



Margaret H. Venable, Ph.D.
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Dalton, GA 30720
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February 16, 2022

Dr. Kevin Sightler
Director of Substantive Change
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Sightler:

I am writing to notify the Commission on Colleges of the discovery of an unreported substantive change. In June 2019, the Academic Programs Committee of Dalton State College approved the deactivation of the college's Associate of Applied Science in Integrated Tech Studies program effective Fall of 2019. Our SACSCOC Institutional Accreditation Liaison at the time believed that a deactivation did not amount to a program closure. As such, we did not submit a teach-out plan to SACSCOC for approval in compliance with the SACSCOC Substantive Change policy. In reviewing past actions as part of our Compliance Certification self-study, our new liaison identified the error.

We have included information in the enclosure regarding steps that were taken to ensure that all currently-enrolled students were given the opportunity to complete their degree programs.

Please let me know if any further information is needed. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Margaret H. Venable". The signature is written in a cursive, flowing style.

Margaret H. Venable, Ph.D.
President
mvenable@daltonstate.edu

Copies to: Dr. Nicholas Gewecke,
 Director of Institutional Effectiveness and Assessment/Associate Professor of Mathematics

 Dr. Bruno Hicks
 Provost & Vice President for Academic Affairs

1. A completed Substantive Change Cover sheet.
Included.

2. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
The program was closed to new students as of August 1, 2019.

3. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.

The proposal to deactivate the program was circulated to faculty and staff prior to the Academic Programs Committee meeting by Ms. Elizabeth Chadwick. The proposal was approved by the committee at its June 2019 meeting. Students currently enrolled in the program were informed through meetings with advisers.

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

This was a general technical program that allowed students the opportunity to select courses from across several areas, with an emphasis in technology, to meet the students' unique career goals. The student would develop a program of study with the assigned advisor and receive approval for the program from the department chair. Therefore, no courses were discontinued as a result of the closure of the program and each student was allowed and able to continue their program without disruption.

5. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

Students will not incur additional charges.

6. Copies of signed teach-out agreements with other institutions, if applicable.

N/A

7. A description of how faculty and staff will be redeployed or helped to find new employment.

No faculty or staff were dedicated to this program and, therefore, none will be redeployed or terminated.

Substantive Change Cover Sheet

Submit to SACSCOC,
Substantive Change, 1866
Southern Lane, Decatur, GA
30033. One copy only;
electronic media preferred. Do
not email submissions or send
copies to staff. Thank you.


Note:

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)	CITY + STATE/PROVINCE
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SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input type="radio"/> No
2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction?	<input type="radio"/> Yes	<input type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input type="radio"/> No
If ANY are "Yes" the institution is on SUBSTANTIVE CHANGE RESTRICTION . Additional and/or different requirements may apply; consult policy.		

SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY)	SUBMISSION DATE
SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)	INTENDED IMPLEMENTATION

OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory

1.	
2.	
3.	
4.	
5.	There are more than 5 sites in this submission → <input type="radio"/>

PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.

1.	
2.	
3.	
4.	
5.	There are more than 5 programs in submission → <input type="radio"/>

SUBMITTED	FOR OFFICE USE
I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.	
SUBMITTING LIAISON or CEO NAME	EMAIL ADDRESS

Revised 01/31/2022

[Check for current version](#)