



Margaret H. Venable, Ph.D.
650 College Drive
Dalton, GA 30720
706-272-4438
daltonstate.edu

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 2020, the Academic Programs Committee of Dalton State College approved the reactivation (re-opening) of the college's Associate of Applied Science in Integrated Tech Studies program, effective Fall of 2020, following an unreported closure in 2019 which has been submitted separately. The reactivation was premised on a potential agreement involving a transfer pathway from our institution to another. Our SACSCOC Institutional Accreditation Liaison at the time believed that a program reactivation did not constitute a program re-opening. As such, we did not submit a program re-opening notification to SACSCOC 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 as would be required for a re-opening notification.

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

Sincerely,

A handwritten signature in cursive script that reads "Margaret H. Venable".

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. The name of the program (to include its discipline)
Associate of Applied Science in Integrated Technology Studies

3. The credential of the program
Associate of Applied Science

4. The instructional level of the program (if not obvious from the credential)
Associates

5. The closure date (date of last admission) of the program as submitted to SACSCOC for closure approval.
August 1, 2019.

6. The date SACSCOC approved the closure.
The closure was unreported and as such there was no approval date. An unreported substantive change report related to that closure has been submitted separately.

7. The case identification (Case ID) from the SACSCOC closure approval letter or, if there is no Case ID, a copy of the SACSCOC approval letter.
The closure was unreported and as such there was no approval date. An unreported substantive change report related to that closure has been submitted separately.

8. A statement of assurance that the institution has adequate instructional space and equipment, financial resources, library and learning/information resources, student support services appropriate to the programs, and faculty members qualified in the program's discipline to support the re-opening of the program.
Dalton State College has adequate instructional space and equipment, financial resources, library and learning/information resources, student support services appropriate to the program, and faculty members qualified in the program's discipline to support re-opening the AAS in Integrated Technology Studies. The program requires 21 credit hours of general education courses from areas A - E of the AS or AA in General Studies and an additional 39 credit hours chosen from Dalton State's existing course offerings that are appropriate to the students' academic and career goals and requiring approval by the academic advisor and the department chair. Therefore, the students in this program will be enrolling in courses that are normally offered at Dalton State and will utilize existing resources, including instructional space and equipment, financial resources, library and learning/information resources, and student support services. In addition, the chosen courses will be taught by faculty who are qualified in the discipline.

9. The intended implementation date, i.e., the date new students will matriculate.
August 1, 2020

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](#)