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April 20, 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 related to Off-Campus Instructional Sites. Due to the number of courses being offered at Northwest (Whitfield) High School, a local high school, during the current academic year, students were able to enroll in and complete more than 25% (but less than 50%) of the credits required to earn the Associate of Arts in General Studies, Associate of Science in General Studies, Associate of Applied Science in Computer Networking and Service Technology, or the Associate of Science in Criminal Justice. This is not advertised, but the credits could be earned and applied to one of these degrees.

The name of the site is "Northwest (Whitfield) High School," and the facility is located at 1651 Tunnel Hill – Varnell Road, Tunnel Hill, GA, 30755. The original implementation date would have been January 1, 2022, when it would have been clear that students would be able to earn at least 25% of the required credits for the above listed degrees.

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

Sincerely,

Nicholas Gewecke, Ph.D.  
Director of Institutional Effectiveness and Assessment  
[ngewecke@daltonstate.edu](mailto:ngewecke@daltonstate.edu)

Copies to: Dr. Margaret Venable  
President  
  
Dr. Bruno Hicks  
Provost & Vice President for Academic Affairs

# 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 |
|---------------------------------------|-----------------------|

## 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 <b>SUBSTANTIVE CHANGE RESTRICTION</b> . 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](#)