

**Subject:** FW: Substantive Change - Action Required - REVISED COVER SHEET for AWS Cloud Solutions Specialist TCC  
**Attachments:** AWS Cloud Solutions Specialist Name Correction Cover Sheet.pdf

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**From:** [Tolleson, Joanne](#)

**Sent:** Wednesday, February 9, 2022 3:22 PM

**To:** [Donny Walker](#)

**Subject:** RE: Substantive Change - Action Required - REVISED COVER SHEET for AWS Cloud Solutions Specialist TCC

Hi Ms. Walker,

Per your email below, please see the attached revised coversheet. Please let me know if you have any questions.

Regards,

Joanne

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**From:** [Donny Walker](#)

**Sent:** Tuesday, February 8, 2022 8:52 AM

**To:** [Tolleson, Joanne](#)

**Subject:** Substantive Change - Action Required - REVISED COVER SHEET

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Dr. Tolleson, I've realized after listening to your outgoing message, these requests have been going to a locally saved email address with a typo. Sending separately for each of the four (4) requests.**

**For this one specifically, however, we do not manage programs and/or their names. They are managed on an institutional level only. Similarly, we do not need (nor accept) ongoing notifications of program name changes. Please put "Not elsewhere categorized" as the type in order to generate the needed letter. Please do not use this type in the future though, as we can only process substantive change types as identified in policy.**

**Substantive Change - Action Required - REVISED COVER SHEET**

Thank you for your recent substantive change submission:

**Dated: AWS Cloud Solutions**

**Regarding: 11/11/2021**

To review your submission, we need a completed revised substantive change cover sheet from you. The previous cover sheet was revised in December 2020. Previously required for approvals only, it's now needed for all submissions. If you submitted multiple substantive changes, you'll receive an email request for a cover sheet for each one.

There are two reasons for the cover sheet:

- (1) it ensures we know the type of substantive change you're submitting, and
- (2) there's information the institution must now disclose to SACSCOC as required by federal regulations: if the institution is under provisional certification for federal student aid and if the institution is under reimbursement for federal student aid. The implications for either of these conditions is detailed in the SACSCOC *Substantive Change Policy and Procedure*.

**Please complete the revised [cover sheet](https://sacscoc.org/app/uploads/2020/01/Substantive_Change_Cover_Sheet.pdf) [PDF] for the submission described above.**

(Link: [https://sacscoc.org/app/uploads/2020/01/Substantive\\_Change\\_Cover\\_Sheet.pdf](https://sacscoc.org/app/uploads/2020/01/Substantive_Change_Cover_Sheet.pdf))

It can also be found on the substantive change webpage at sacscoc.org under "Documents and Templates." If you have a local copy saved, make sure it's updated for future submissions.

**When completed, reply to this email and attach the cover sheet.** Don't submit by any other method – this ensures your cover sheet will be matched to your submission. Don't send anything else – just the completed cover sheet.

Your submission is on hold until we receive the cover sheet from you.

Thank you for your patience as we implement the revised substantive change policy.

***Ms. Donny Walker***

Substantive Change Administrative Assistant

Southern Association of Colleges and Schools Commission On Colleges

404-994-6544

[dwalker@sacscoc.org](mailto:dwalker@sacscoc.org)

*Revised March 3, 2021*