



Office of Institutional Effectiveness

Memorandum to File

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):

Date of Request: June 6, 2024
Description of Change: Curriculum revision
Award and Major Code: Accelerated Phlebotomy Technician
Location: Hall, Dawson, Forsyth and Barrow
Program Director: Johnna Connell

Division and Program Group	Allied Health, Medical Assisting
Campus/Site Address of Change if New Site:	NA
Change Type:	New award
Expected Implementation Term:	Fall 2024
Leadership Team Approval Date:	April 16, 2024
State Board Approval Date:	June 6, 2024
Crosswalk Completed (Yes or NA)	Yes

Rationale for Internal Decision:

New Programs: SACSCOC policy dictates that a new program created from existing approved courses (i.e. a “repackaging”) where there is less than 25% new content is not considered a substantive change.

Program Length: Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

Program Closures: The SACSCOC *Substantive Change Policy and Procedures* states: “Program closure is not required for a specialization embedded within a discipline-specific program.” This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is not considered a substantive change.

Substantive change requests and decisions are archived in the College’s [Substantive Change Log](#).

IE Analysis of Significant Departure and Decision:

All courses in the proposed program, Accelerated Phlebotomy Technician TCC (AP81), are offered in the existing Phlebotomy Technician TCC (PT21) program. Number of credit hours changed from 23 hours to 13 hours. Program length is changed from two semesters to one semester. With no new content and a program length change of less than two semesters, this is a repackaging of existing curriculum and not a substantive Change.

Signature of Official: *Joanne Tolleson*

Date of Decision: June 12, 2024