



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: May 21, 2025
Description of Change: Termination due to no enrollment
Award and Major Code: Automotive Collision Repair Assistant II TCC (AZ51)
Location: Hall
Program Director: Damien Anderson

Division and Program Group	Automotive & Transportation Technologies, Auto Collision Repair
Campus/Site Address of Change if New Site:	NA
Change Type:	Termination
Expected Implementation Term:	Spring 2025
Leadership Team Approval Date:	12.17.2024
State Board Approval Date:	2.6.2025
Crosswalk Completed (Yes or NA)	NA

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:

Due to this TCC having no enrollment, the college has closed this TCC, but the Automotive Collision Repair diploma which umbrellas this program is still serving the community with graduates.

Signature of Official: *Joanne Tolleson*

Date of Decision: May 21, 2025