



## ***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: April 22, 2024  
Description of Change: New Program  
Award and Major Code: Basic Marine Servicing Technician TCC (BM61)  
Location: Hall  
Program Director: Hans Metz

Division and Program Group	Applied Technology, Marine Engine Technology
Campus/Site Address of Change if New Site:	NA
Change Type:	New program
Expected Implementation Term:	Summer 2024
Leadership Team Approval Date:	April 16, 2024
State Board Approval Date:	April 19, 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:**

This is a new program. All content within the proposed program, Basic Marine Servicing Technician TCC (BM61) is embedded in the Marine Engine Technology diploma program. There is no new content. This is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: April 25, 2024