

From: Tolleson, Joanne
Sent: Wednesday, February 9, 2022 3:23 PM
To: Gadberry, Brad
Subject: FW: Substantive Change - Action Required - REVISED COVER SHEET

Sent from [Mail](#) for Windows

From: [Tolleson, Joanne](#)
Sent: Wednesday, February 9, 2022 3:07 PM
To: [Donny Walker](#)
Cc: [Tolleson, Joanne](#)
Subject: RE: Substantive Change - Action Required - REVISED COVER SHEET

Hi Ms. Walker,

Per our conversation on Tuesday the 8th, I am writing to ask that the notification and cover sheet for offering five awards within our Carpentry & Construction Management program group at an additional approved site, which we submitted on November 11, 2021, be withdrawn.

At the time, we did not understand that this is not truly a substantive change and that no notification or cover sheet should have been submitted.

I'm sorry for any confusion this caused. Thank you so much for your help with this matter.

Regards,
Joanne

From: [Donny Walker](#)
Sent: Tuesday, February 8, 2022 8:54 AM
To: [Tolleson, Joanne](#)
Subject: Substantive Change - Action Required - REVISED COVER SHEET

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Substantive Change - Action Required - REVISED COVER SHEET

Thank you for your recent substantive change submission:

Dated: 11/11/2021

Regarding: Carpentry & Construction Management

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)

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

Revised March 3, 2021