



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 of Cosmetology Diploma (CO12)
Award and Major Code:	Cosmetology Diploma (CO12)
Location:	Hall & Dawson
Program Director:	Jayna Durden

Division and Program Group	BPSPS, Cosmetology
Campus/Site Address of Change if New Site:	NA
Change Type:	Termination
Expected Implementation Term:	Summer 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 workforce shortages in the state of Georgia, workforce requested a shorter track so Cosmetology diploma was terminated and Cosmetology for Licensure was created.

Signature of Official: *Joanne Tolleson*

Date of Decision: May 21, 2025