

MEMORANDUM

TO: College Deans, Academic Department Heads, Extended-Campus Directors,
University Registrar

FROM: Peggy S. Meszaros
Senior Vice President and Provost

DATE: August 30, 2000

RE: Administrative Directive for Reporting Substantive Change to SACS

The Southern Association of Colleges and Schools (Commission on Colleges) requires that its member institutions report substantive changes in academic program activities **prior to those activities being put in place**. Virginia Tech must be in compliance with the SACS Criteria to maintain the university's accreditation.

The attached Administrative Directive for Reporting of Substantive Changes to the Southern Association of Colleges and Schools, Commission on Colleges, outlines the internal procedure Virginia Tech will use for reporting substantive changes to SACS. We are sharing this procedure with SACS, Commission on Colleges, in the university's second follow-up report to the self-study. Please read this directive carefully and follow the procedures outlined.

If you have questions about the procedure please contact Dr. Pat Hyer, Associate Provost for Administration or Dr. David Ford, Vice Provost for Academic Affairs.

Attachment