

**Documentation Public Institutions Submit  
to CHE Staff  
for Minor Revisions to Mission Statements**

1. Written request and brief description of the changes to the director of Academic Affairs and Licensing by email
  2. PDF documentation of Board approval with dates (minutes of meeting, resolution, or confirmation over the signature of the president of the institution)
  3. Previous Mission Statement in Word format
  4. Revised Mission Statement in Word format showing tracked changes
  5. Final version of revised Mission Statement in Word format without tracked changes
- Revised mission statements should be submitted to CHE within 90 days of Board approval.
  - Published mission statements must include the dates of Board and CHE approval.
  - Upon approval, CHE staff will provide confirmation of approval to the institution and present the changes to the Committee on Academic Affairs and Licensing as information.
  - The full policy of CHE concerning changes in mission statements is posted on the web site of the Commission.

[http://www.che.sc.gov/AcademicAffairs/Mission\\_Statement\\_Policy-CHE\\_Approved\\_A-11.pdf](http://www.che.sc.gov/AcademicAffairs/Mission_Statement_Policy-CHE_Approved_A-11.pdf)

Minor revisions are those revisions which do not change the nature, function, type, or sector of the institution. Examples include revisions for clarity and grammar, changes in size, CHE-approved changes in program mix, board-approved name changes, and editorial changes. However, any proposed revision that is determined by CHE staff to be of such nature or scope as to constitute a substantive revision shall be considered as such.

(This document created by CHE staff 10/12/2012 based upon CHE approved guidelines October 6, 2005 and policies and procedures October 4, 2012)

**Academic Affairs and Licensing (AAL)  
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