

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF THE PROVOST AND VICE PRESIDENT**

**SUBSTANTIVE CHANGE REPORTING TO THE
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS-
COMMISSION ON COLLEGES**

Any substantive modification or expansion of the nature or scope of the University must be submitted to the University of Texas System (UT System), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and, depending on the nature of the change, the Texas Higher Education Coordinating Board (THECB),. All substantive changes in academic programs must be reviewed by the appropriate college curriculum committee, the Faculty Senate for undergraduate programs and the Graduate Council for graduate programs, and the President prior to off-campus submission. All academic substantive changes must be reviewed by the Provost/Vice President (Provost/VP) before being submitted to the President. The Provost/VP is responsible for ensuring all academic substantive changes are in the appropriate format for the required off-campus approvals before being sent to the President.

Substantive Change Definition

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has a substantive change policy that is responsive to the U.S. Department of Education regulations (**34 CFR 602.22**). The types of substantive changes and the procedures for addressing them are found in the Commission's **policy on substantive change** and its substantive changes **website** at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.

As defined by SACSCOC, a "Substantive change is a significant modification or expansion in the nature and scope of an accredited institution. Under federal regulations, a substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation"
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program

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- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs."

The University of Texas System Board of Regents Rule governing the approval of academic programs (Academic Program Approval Standards (Rule 40307)) is located at <http://www.utsystem.edu/bor/rules/40000Series/40307.pdf> .

The Texas Higher Education Coordinating Board has rules and policies on new programs including certificates, degrees, and distance education. These can be found in the Texas Administrative Code, Title 19 Part 1 on the following website:
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=5&sch=C&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=5&sch=C&rl=Y).

The changes listed below are considered to be substantive changes. If a discipline, department, school, or college is contemplating changes at the **Program/Course Level** that would:

- (a) Initiate coursework or programs at a different level than currently approved
- (b) Expand at the current degree level (significant departure from current programs)
- (c) initiate programs or courses offered through a contractual agreement or consortium;
- (d) change significantly the length of a program;
- (e) initiate degree completion programs;
- (f) Initiate a certificate program that is a significant departure from previously approved programs;
- (g) initiate one or more joint or dual degrees with another institution
- (h) initiate off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where a student could earn 25% or more of a degree
- (i) expand program offerings at a previously approved off-campus site that are significantly different from current programs at the site and at the institution;

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- (j) initiate a direct assessment competency-based program
- (k) acquire any program or site from another institution or
- (l) close a degree program;

They must discuss the change with the Provost well in advance of the implementation date.

Other types of substantive changes including

- (a) changing from clock hours to credit hours;
- (b) entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides any portion of an educational program offered by the institution;
- (c) initiating a merger/consolidation with another institution;
- (d) acquiring a program or site from another institution;
- (e) changing governance, ownership, control, or legal status of the institution;
- (f) adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing;
- (g) closing a program, approved off-campus site, branch campus or institution
- (h) initiating a branch campus;
- (i) relocating a main or branch campus; or
- (j) moving an off-campus instructional site (serving the same geographic area)

must be approved by the appropriate on-campus bodies, and the President and submitted to all appropriate off-campus entities including The University of Texas System, and the Texas Higher Education Coordinating Board.

Questions about the substantive change policy should be directed to the campus' SACSCOC Accreditation Liaison in the Office of Institutional Research, Planning, and Effectiveness.

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Submission and Review of Academic Changes

The University may be required to obtain approval or notify SACSCOC, the THECB, or the UT System administrative staff before a change can be implemented. Notifications to SACSCOC may have timelines of 6 to 12 months making it necessary to discuss changes with the Provost well in advance of the anticipated implementation date of a change.

For academic changes, whether or not notification is required, the college/department must consult the Provost /VP before submitting proposals to the Graduate Council or Faculty Senate. The Provost will provide the appropriate formats for a SACSCOC prospectus, THECB program proposal, or other documents as required. The department or college must submit documents to the Faculty Senate or Graduate Council in the appropriate format for approval.

The submission of a notification, a prospectus, program proposal, or other documentation for a change is done by the President with the advice of the Provost. Contact between the University and SACSCOC, the THECB, or UT System regarding a substantive change is conducted only by the President, Provost/VP, or the SACSCOC Accreditation Liaison.

Procedure to Ensure Compliance with Other Types of Changes

As a member of the President's Executive Council, the Provost/VP monitors other types of substantive changes requiring SACSCOC or other agencies' notification or approval. The Provost/VP will notify the SACSCOC Accreditation Liaison who prepares the necessary correspondence for the President's approval.

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SACSCOC Accreditation Liaison