

The University of North Texas at Dallas Policy Manual	Chapter 4.000
4.007 Substantive Change	Administration

Policy Statement. The University of North Texas at Dallas is committed to complying with all requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for reporting and obtaining prior approval for substantive changes. Failure to follow the SACSCOC policy on substantive change may jeopardize the University's eligibility for Title IV funding and may result in referral to the SACSCOC Board of Trustees for sanction or removal from membership. SACSCOC requirements for reporting and obtaining prior approval for substantive changes are contained in the SACSCOC publication "Substantive Change for Accredited Institutions of the Commission on Colleges."

Application of Policy. This policy applies to all employees.

Definitions.

1. **Substantive Change.** "Substantive Change" means any significant modification of the nature and scope of an accredited institution. Substantive changes include but are not limited to the following:
 - a. any change in the established mission or objectives of the University;
 - b. any change in legal status, form of control, or ownership of the University;
 - c. 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 University was last evaluated by SACSCOC;
 - d. the addition of courses or programs of study at a degree or credential level different from that which is included in the University's current accreditation;
 - e. a change from clock hours to credit hours;
 - f. a substantial increase in the number of clock or credit hours awarded for successful completion of a program;
 - g. the establishment of an additional location geographically apart from the main campus at which the University offers at least 50 percent of a degree program;
 - h. the establishment of a branch campus;
 - i. closing a program, off-campus site, branch campus, or the University;
 - j. entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution;
 - k. acquiring another institution or a program or location of another institution;
 - l. adding a permanent location at a site where the University is conducting a teach-out program for a closed institution;
 - m. entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the University's programs.

2. Significant Departure. "Significant departure" means establishing a new program that is not closely related to previously approved programs at the institution or site for the mode of delivery in question. Factors that should be considered in determining if a new program represents a substantive change include
 - a. whether additional library or learning resources will be needed;
 - b. whether significant numbers of new faculty will be required;
 - c. whether a significant number of new courses will be needed;
 - d. whether significant additional financial resources will be required;
 - e. whether significant additional equipment or facilities will be needed.

3. SACSCOC Accreditation Liaison. "SACSCOC Accreditation Liaison" means the Associate Provost for Institutional Effectiveness or other staff member designated by the Provost.

Procedures and Responsibilities.

1. SACSCOC requires notification of certain substantive changes as early as six (6) months in advance of implementing the change. Accordingly, at the earliest stage of consideration of any change or action that could be construed as a substantive change, the affected Vice President, Dean, or Director must notify the SACSCOC Accreditation Liaison of the contemplated change.

Responsible Party: Vice Presidents, Deans, and Directors

2. The SACSCOC Accreditation Liaison will consult with the Vice President, Dean, or Director who reports a potential substantive change to determine if the change is in fact a substantive change.

Responsible Party: SACSCOS Accreditation Liaison

3. If the contemplated change is a substantive change, the SACSCOC Accreditation Liaison will work with the affected Vice President, Dean, or Director in preparing the appropriate notification or application to SACSCOC.

Responsible Party: SACSCOS Accreditation Liaison

4. The President will send all notifications of or applications for substantive change to SACSCOC.

Responsible Party: President

5. No substantive change will be implemented until a letter of approval or an acceptance of notification is received from SACSCOC.

References and Cross-references. "Substantive Change for Accredited Institutions of the Commission on Colleges"

Approved: 4/2/14

Effective:

Revised: