

The University of North Texas at Dallas Policy Manual	Chapter 4.000
<b>4.007 Substantive Change</b>	Administration

Policy Statement. The University of North Texas at Dallas (UNT) 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" policy statement.

Application of Policy. This policy applies to all employees.

Definitions.

1. Substantive Change. "Substantive Change" means any significant modification or expansion of the nature and scope of an accredited institution. Substantive changes include:
  - 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 or reaffirmation;
  - 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.
  - n. initiating, for the first time, distance learning or correspondence courses and programs by which students can earn at least 50% of a program's credits through delivery in a format other than face-to-face. (Note: while SACSOC only requires a substantive change for the first program at 50% or more, THECB requires notification of any program that meets the 50% threshold via the "THECB Certification Form for Electronically Delivered and Off-Campus Education Programs." Program Coordinators reaching this threshold should contact the Director of University Accreditation and Policy to submit the form. The Director of University Accreditation and Policy is also responsible for auditing this compliance.
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 significant 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.
  - f. And whether the new program has an already-approved and closely-related program
3. SACSCOC Accreditation Liaison. "SACSCOC Accreditation Liaison" means the Director of University Accreditation and Policy or other employee designated by the President.

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 Program Coordinator must notify the SACSCOC Accreditation Liaison of the contemplated change.

Responsible Party: Vice Presidents, Deans, and Program Coordinators

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

Responsible Party: SACSCOC Accreditation Liaison

3. If the contemplated change is deemed a substantive change, the SACSCOC

Accreditation Liaison will work with the affected Vice President, Dean, or Program Coordinator in preparing the appropriate notification or application to SACSCOC. Before formal paperwork is completed, the SACSCOC Accreditation Liaison will e-mail UNTD's assigned Vice President at SACSCOC to see if the substantive change is indeed a substantive change. The SACSCOC Accreditation Liaison will maintain documentation for future 5 and 10-year SACSCOC reports.

Responsible Party: SACSCOC Accreditation Liaison

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

Responsible Party: President

No substantive change will be implemented until a letter of approval or an acceptance of notification is received from SACSCOC. Any substantive change must be implemented within two years of the approval date or the application must be resubmitted.

**References and Cross-references.** "Substantive Change for Accredited Institutions of the Commission on Colleges" <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

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