

Policy AA-SC-PO1

Substantive Change Compliance Policy

Contents

- I. Title
 - II. Policy
 - III. Definitions
 - IV. Relevant Federal and State Statutes and Accrediting Boards and Commissions Rules and Regulations
 - V. Relevant UT System Policies, Procedures and Forms
 - VI. Who Should Know
 - VII. UT Arlington Office(s) Responsible for Policy
 - VIII. Dates Approved or Amended
 - IX. Contact Information
-

I. Title

II. Policy

- A. The Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) Board of Trustees requires, as a condition of accreditation, member institutions to notify SACSCOC of substantive changes. In some cases, SACSCOC approval is required prior to implementation.
- B. Prior to implementing any substantive change, the employee seeking the substantive change will follow the approval process set forth in University Procedure 20-1. This includes timely notification of substantive changes to the University's employee designated as its SACSCOC accreditation liaison (SACSCOC Liaison), who is responsible for notifying or seeking approval from SACSCOC. If an employee is unclear as to whether a change is substantive, the employee should consult the SACSCOC Liaison. Failure to receive approval prior to implementation of any substantive change may result in SACSCOC sanctioning UTA and UTA disciplining the employee.
- C. All employees involved in a potential substantive change are required to be familiar with and comply with this policy. The SACSCOC Liaison is responsible for ensuring this policy and its implementing procedures are in compliance with current SACSCOC requirements. The SACSCOC liaison is also responsible for communicating the policy to university stakeholders.

III. Definitions

Substantive change: is a significant modification or expansion in the nature and scope of an accredited institution. Substantive changes include:

- 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.
- 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; and
- Offering direct assessment or hybrid competency-based educational programs.

IV. Relevant Federal and State Statutes and Accrediting Boards and Commissions Rules and Regulations

- A. [Texas Administrative Code, Title 19, Part 1, Chapter 5, Subchapter C. Rule 5.45-Criteria for New Baccalaureate and Master's Degree Programs](#)
- B. [Texas Administrative Code, Title 19, Part 1, Chapter 5, Subchapter C. Rule 5.46-Criteria for New Doctoral Programs](#)
- C. [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P, Rules 4.255 through 4.264 - Approval of Distance Education Courses and Programs for Public Institutions](#)

- D. [Texas Administrative Code, Title 19, Part 1, Chapter 5, Subchapter D, Rule 5.76 - General Principles for Off-Campus Educational Units](#)
- E. [Texas Higher Education Coordinating Board - Policies Regarding Off-Campus Education Unit Designation for Universities and Health-Related Institutions](#)
- F. [SACSCOC, Commission on Colleges, Substantive Change For SACSCOC Accredited Institutions](#)
- G. [SACS, Commission on Colleges, Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance Control, Form, or Legal Status \(Substantive Change for Accredited Institutions\) \(Mergers and Consolidations Policy\)](#)
- H. [SACS, Commission on Colleges, Distance and Correspondence Education](#)
- I. [SACS, Commission on Colleges, Agreements Involving Joint and Dual Academic Awards: Policy and Procedures](#)
- J. [SACS, Commission on Colleges, The Accreditation Liaison](#)
- K. [U.S. Department of Education 34 CFR 602.22](#)
- L. [SACS, Commission on Colleges, Direct Assessment Competency-Based Educational Programs](#)

V. **Relevant UT System Policies, Procedures and Forms**

- A. [UTA Handbook of Operating Procedures \(HOP\) 6-1300, Policy Statement Regarding Program Abandonment](#)
- B. [Guidelines for Graduate Assembly Review of Graduate Degree Programs and Certificates](#)
- C. [The University of Texas System Regents' Rules and Regulations, Rule 40307, Academic Program Approval Standards](#)

VI. **Who Should Know**

Members of the faculty; academic and university administration.

VII. **UT Arlington Office(s) Responsible for Policy**

The SACSCOC Liaison

VIII. **Dates Approved or Amended**

March 14, 2016

IX. **Contact Information**

N/A

