

The University of North Texas at Dallas	Chapter 4.000
4.007 Reporting Substantive Change to SACSCOC	Administration

Policy Statement. The University of North Texas at Dallas (UNTD) 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 outlined in the SACSCOC "Substantive Change Policy and Procedures" 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. Substantially changing the established mission or objectives of an institution or its programs.
 - b. Changing the legal status, form of control, or ownership of an institution.
 - c. Changing the governance of an institution.
 - d. Merging / consolidating two or more institutions or entities.
 - e. Acquiring another institution or any program or location of another institution.
 - f. Relocating an institution or an off-campus instructional site of an institution (including a branch campus.)
 - g. Offering courses or programs at a higher or lower degree level than currently authorized.
 - h. Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
 - i. Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
 - j. Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
 - k. Initiating programs by distance education or correspondence courses.
 - l. Adding an additional method of delivery to a currently offered program.

- m. Entering into a cooperative academic arrangement.
 - n. Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
 - o. Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
 - p. Adding competency-based education programs.
 - q. Adding each competency-based education program by direct assessment.
 - r. Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
 - s. Awarding dual or joint academic awards.
 - t. Re-opening a previously closed program or off-campus instructional site.
 - u. Adding a new off-campus instructional site/additional location including a branch campus.
 - v. Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
 - w. Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
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. Unit Administrator. "Unit Administrator" means the individual responsible for the unit.
4. SACSCOC Accreditation Liaison. "SACSCOC Accreditation Liaison" means the individual designated by the President as the University's representative to SACSCOC and to coordinate communications concerning substantive change and other accreditation requirements.

Responsibilities.

1. Unit administrators must notify the SACSCOC Accreditation Liaison of potential substantive changes prior to making a change. To ensure that SACSCOC reporting deadlines are met, questions and notification should be directed to the SACSCOC Accreditation Liaison as early as possible in the planning process.

2. The SACSCOC Accreditation Liaison will review the proposed change in relation to the current SACSCOC policies, provide advisement concerning requirements and dates by which notification or prospectus must be submitted, and work with unit administrators to prepare documentation. Once documentation is prepared and all required approvals obtained, the SACSCOC Accreditation Liaison will submit the requested change to SACSCOC.

Upon SACSCOC approval or acceptance of notification, the SACSCOC Accreditation Liaison will notify the relevant unit administrators. The SACSCOC Accreditation Liaison will maintain documentation of the change.

3. Unit administrators may not implement changes that require approval until the University receives a letter of approval. Substantive changes must be implemented within two years of the approval date or an application for approval must be resubmitted.

References and Cross-references. SACSCOC Policy, "Substantive Change Policies and Procedures" -

Responsible Office:	Office of the Provost
Responsible Officer:	Director of University Accreditation and Policy
Initial Approval Date:	04/02/2014
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