

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Substantive Change

**Regulation and Procedure
Number: URP: 02.205**

Policy Owner: Academic Affairs

POLICY STATEMENT

This policy defines substantive change in accordance with the guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”). This policy also outlines responsibilities for notification of substantive change to SACSCOC.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

As defined by the SACSCOC, substantive change “is a significant modification or expansion of the nature and scope of an accredited institution.”

1. “Substantive change” includes:
 - 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.
- x. Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

REGULATION AND PROCEDURE

I. TWU SACSCOC Liaison

A. The TWU SACSCOC liaison is responsible for:

1. Consistently checking the SACSCOC policy on "Substantive Change Policy and Procedures" to maintain a current list of the types of substantive change.
2. Sharing information pertinent to substantive change with key University administrators.
3. Notifying key University administrators of any changes or modifications to the SACSCOC definition of substantive change or to the SACSCOC policy on substantive change.
4. Determining, in consultation with appropriate key University administrators, whether a proposed change is substantive and, if so, the appropriate action and reporting procedure.

5. Communicating to SACSCOC, via the appropriate reporting procedure, the proposed substantive change and working collaboratively with appropriate University administrators and SACSCOC to coordinate actions relative to the change. SACSCOC should be notified as early as 12 months prior to implementation of the proposed substantive change.

B. University administrators, including program directors, directors, chairs, assistant and associate deans, deans, assistant and associate provosts, and division heads are responsible for complying with the Substantive Change policy and for immediately notifying the SACSCOC liaison of any potential or proposed substantive change. Additionally, the University Curriculum Committee, program review committees, and the Distance Education Advisory Group should also report any agenda items that may be considered a substantive change to the SACSCOC liaison.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[Southern Association of Colleges and Schools Commission on Colleges Substantive Change Policy and Procedures](#)

SACSCOC Standard 1.1

SACSCOC Standard 14.2

SACSCOC Standard 14.4

FORMS AND TOOLS

None

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