

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 SACS.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

As defined by the SACSCOC policy statement on Substantive Change for Accredited Institutions of the Commission on Colleges and SACS Comprehensive Standard 3.12.1, substantive change “is a significant modification or expansion of the nature and scope of an accredited institution.”

1. “Substantive change” includes:
 - a. Any change in the established mission or objectives of the institution
 - b. Any change in legal status, form of control, or ownership of the institution
 - 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 institution was last evaluated
 - d. 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.
 - 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 institution offers at least 50 percent of an educational program

- h. The establishment of a branch campus
- i. Closing a program, off-campus site, branch campus, or institution
- 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 institution 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 accredited institution's programs".

REGULATION AND PROCEDURE

I. TWU SACS Liaison

A. The TWU SACS liaison is responsible for:

1. Consistently checking the SACSCOC policy on "Substantive Change for Accredited Institutions" 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 SACS, via the appropriate reporting procedure, the proposed substantive change and working collaboratively with appropriate University administrators and SACS to coordinate actions relative to the change. SACS 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 SACS 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 SACS 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 Policy Statement on Substantive Change for Accredited Institutions of the Commission on Colleges](#)

SACS Comprehensive Standard 3.12.1

SACS Principle 1.1

SACS Comprehensive Standard 3.13.1

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FORMS AND TOOLS

None

Publication Date:

Next Review: