

STANDARD ADMINISTRATIVE PROCEDURE

11.99.99.M0.02 Substantive Change

Approved May 4, 2018

Next scheduled review: May 4, 2023

Standard Administrative Procedure Statement

Texas A&M University's regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is required by the U.S. Department of Education to consider and evaluate substantive changes to member institutions. Each member institution is required by SACSCOC to establish a policy and procedures for monitoring and reporting substantive changes. This procedure is designed to ensure compliance with SACSCOC's substantive change rule by:

- a) defining substantive change,
- b) identifying responsible parties, and
- c) specifying processes for submitting substantive changes to SACSCOC.

Official Procedure/ Responsibilities/ Process

1. DEFINITION OF SUBSTANTIVE CHANGE

Substantive change refers to a modification or expansion to the nature or scope of the institution. Specifically, as indicated by SACSCOC, substantive changes include:

- 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% 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 that includes only the initiation of a dual or joint academic 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; and
- 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.

2. RESPONSIBLE PARTY

Texas A&M University's SACSCOC accreditation liaison in the Office of the Provost and Executive Vice President is responsible for:

- 2.1 reporting substantive changes to SACSCOC;
- 2.2 monitoring Texas A&M University's compliance with the SACSCOC Substantive Change policy;
- 2.3 reviewing proposed changes to determine if the proposed change falls under SACSCOC's substantive change policy;
- 2.4 providing guidance to the academic officers and offices requesting the change;
- 2.5 submitting the appropriate substantive change paperwork to SACSCOC; and
- 2.6 notifying the affected academic officers when the institution is notified by SACSCOC that the change has been approved, denied, or if additional materials are necessary.

3. PROCESSES FOR SUBMITTING SUBSTANTIVE CHANGES TO SACSCOC

- 3.1 SACSCOC procedures distinguish between those changes which require only notification prior to implementation and those which require notification and approval prior to implementation. In some cases, substantive changes require submission of required information by a specified date in order to be implemented in a certain time frame. In some cases, advance notification of at least six months is required. The SACSCOC accreditation liaison will determine which SACSCOC process applies to a potential substantive change.
- 3.2 The proposed change may require routing and approval through the institution's curricular approval process prior to submitting the item to SACSCOC. In this case, the SACSCOC accreditation liaison will be informed of the proposed change as part of the curricular approval process. If routing and approval through the curricular process is not required, the unit requesting the change is responsible for

notifying the SACSCOC accreditation liaison of the potential substantive change at the earliest opportunity.

- 3.3 The SACSCOC accreditation liaison will work closely with the requesting unit(s) to write a notification or prospectus that meets SACSCOC requirements. The SACSCOC accreditation liaison will submit the required documentation to SACSCOC and communicate the SACSCOC decision or approval to the relevant unit(s) upon receipt.

Contact Office

For information on clarification on this procedure, call (979) 845-4016 or use email <http://provost.tamu.edu>.

OFFICE OF RESPONSIBILITY:
Provost and Executive Vice President