Section 10 Academic Policies Subject 10.1 **Policy 10.1.6 SACS-COC Substantive Change Policy**	11/27/12-Originated -Reviewed w/ changes -Reviewed w/o changes 11/27/12-Effective Council of Deans-Author

SACS-COC Substantive Change Policy

Definitions

***Substantive Change*:** a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

1. Any change in the established mission or objectives of the institution
2. Any change in legal status, form of control, or ownership of the institution
3. 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
4. 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.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. 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.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or institution
10. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
13. 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

Policy

In compliance with the policies and requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC), The University of Texas Medical Branch at Galveston has established and maintains procedures to ensure compliance with SACS policies regarding substantive changes requiring notification and/or prior approval.

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Procedures

When preparing and reviewing program proposals that may involve a substantive change, proposal sponsors (i.e., faculty), curriculum committees and the Academic Affairs Council must follow and document adherence to the approval policies and processes described in the university policy on New Educational Program Approval Process (IHOP 10.1.2)

In addition, academic units who have determined that a substantive changes has been identified must prepare a prospectus in accordance with the requirements outlined in the SACS Substantive Change Policy. The prospectus must be an integral part of the new program proposal and reviewed by the proposal sponsors, curriculum committees and the Academic Affairs Council as one single prospectus.

The Office of the Vice President for Education is responsible for conducting an ongoing review of program proposals and curricular revisions to identify changes that may be substantive in nature and may require reporting or prior approval by SACS-COC. The Council of Deans will make the final determination of changes and will initiate appropriate reporting and approval processes in compliance with SACS policies and procedures.

References

SACs Comprehensive Standard 3.12.1