



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 10.01.06</b>	
Section: Academic Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject 10:1: Academic Programs	Responsible Entity: Office of Institutional Effectiveness

**I. Title**  
*SACSCOC Substantive Change Policy*

**II. Policy**  
In compliance with the policies and requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC or SACS), 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.

**III. 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 change 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. 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.

**IV. Definitions**  
***Substantive Change:*** a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of education programs and services. Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of the institution or its programs.
- Changing the legal status, form of control, or ownership of the institution.
- Changing the governance of the institution.
- The addition of courses or programs that represent a significant departure, either in content

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or method of delivery, from those that were offered when the institution was last evaluated

- 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.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- 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.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- 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

**V. Additional References**  
SACS Standard 14.2

**VI. Dates Approved or Amended**

<i>Originated: 11/27/2012</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
	02/04/2022

**VII. Contact Information**  
Office of Institutional Effectiveness  
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