

11.10.99.C0.05 Substantive Change



Revised: October 17, 2022

Next Scheduled Review: October 17, 2027

[Revision History](#)

Procedure Summary

The purpose of this procedure is to establish the responsibilities and guidelines associated with defining and reporting substantive change at Texas A&M University-Corpus Christi (TAMU-CC). Compliance with this procedure is mandatory for all individuals and units. No unit at TAMU-CC, including those units located off-site, may establish practices or changes that would be considered to be an unauthorized substantive change by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Procedure

1. GENERAL

- 1.1. SACSCOC is the accrediting body for TAMU-CC.
- 1.2. The SACSCOC Liaison is the university administrator designated by the President who is responsible for ensuring compliance with SACSCOC standards and policies, notifying SACSCOC of substantive changes, training, and familiarizing the university with SACSCOC policies, and serving as the contact person for SACSCOC.
- 1.3. Substantive change is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution.” SACSCOC’s Substantive Change website contains additional information on substantive change.
- 1.4. Substantive changes include, but are not limited to:
 - (a) Establishment of a branch campus
 - (b) Closing a program
 - (c) Closing a delivery method for a program

- (d) Offering 50% or more of a program through the direct assessment model of competency-based education
- (e) A change from clock hours to credit hours, or vice versa
- (f) A substantial increase or decrease in the number of credit hours awarded for the successful completion of a program
- (g) 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
- (h) The establishment of an additional location geographically apart from the main university campus where the institution offers at least 50% of an educational program
- (i) Any significant changes to the established mission of the institution
- (j) Any change in form of control, legal status, or ownership of the institution

2. SUBSTANTIVE CHANGES THAT ONLY REQUIRE NOTIFICATION

- 2.1. While some substantive changes require full approval by SACSCOC, some only require that SACSCOC be notified. When only a notification is required, the President or designee is considered the approving authority with the responsibility for the area undergoing change.
- 2.2. Substantive changes that require only internal approval and notification to SACSCOC are:
 - (a) Offering 25-49% of a program at an off-campus instructional site
 - (b) Modifying programs so that 50% or more of the program is offered in a distance education or face-to-face delivery method. Note: Adding a competency-based education by direct assessment delivery method where 50% or more of the program is offered by this method also requires approval.
 - (c) Modifying programs so that 25-49% is offered through competency-based education by direct assessment
 - (d) Adding programs that are designed for prior learning
 - (e) Adding programs with 25-49% new content
 - (f) Entering an agreement involving a joint academic award with other SACSCOC institutions
 - (g) Entering an arrangement involving a dual academic award
 - (h) Entering a cooperative academic arrangement with a non-Title IV entity where less than 25% of a program is offered by the non-Title IV entity
 - (i) Entering a cooperative academic arrangement with Title IV entities where “50% or more of a program is offered through the arrangement or the SACSCOC institution could not deliver the program without the

arrangement” (Substantive Change Policy and Procedures, 2021, p. 31).

- (j) Reopening an off-campus instructional site within five (5) years of its closure date
- (k) Changing the name or address of an off-campus instructional site
- (l) Relocating a non-branch off-campus instructional site
- (m) Reopening a program within five (5) years of its closure date

2.3. Once a substantive change that only requires notification has been approved by the President or designee, the SACSCOC Liaison will promptly notify SACSCOC about the change in writing.

2.4. The change can be implemented once the notification has been submitted to SACSCOC.

3. SUBSTANTIVE CHANGES THAT REQUIRE APPROVAL

3.1. For substantive changes that require SACSCOC approval, the President or designee must authorize the initiation of the application process.

3.2. The SACSCOC Liaison will coordinate the application process between the unit proposing the change, TAMU-CC administration, and SACSCOC. The SACSCOC Liaison will assist in the completion of the substantive change prospectus, ensure it conforms to all SACSCOC standards, and submit all required documentation to SACSCOC by the deadlines outlined in the SACSCOC Substantive Change Policy and Procedures.

3.3. The President or designee is responsible for approving the application and prospectus. Once approved, the SACSCOC Liaison will submit it to SACSCOC.

3.4. The change can only be implemented after SACSCOC has approved the application for substantive change.

4. MONITORING AND ENSURING COMPLIANCE

4.1. Substantive changes are monitored through the new program request and existing program change processes. The new program development and SACSCOC change processes are integrated by including a SACSCOC Substantive Change cover sheet in the template for new program proposals. The cover sheet provides information to help determine whether approval, notification, or no action is needed with SACSCOC. The SACSCOC Liaison works with the respective unit(s) that submit each change to ensure compliance with the SACSCOC Substantive Change Policy and Procedures.

- 4.2. The SACSCOC Liaison will report annually to the President on the status of university compliance with this procedure.
- 4.3. Together, the President and the SACSCOC Liaison will continually monitor compliance with SACSCOC policies, core requirements, and comprehensive standards as described in SACSCOC’s “The Principles of Accreditation: Foundations for Quality Enhancement”.
- 4.4. Practices or actions suspected to be out of compliance with SACSCOC policies, core requirements, comprehensive standards, or this procedure will be reported to the SACSCOC Liaison and the appropriate vice president for immediate resolution.

Related Statutes, Policies, or Requirements

SACSCOC [The Principles of Accreditation: Foundations for Quality Enhancement](#)
SACSCOC [Substantive Change Policy and Procedures](#)
System Policy [11.10, Academic Program Requests](#)
University Procedure [11.10.99.C0.01, Development Academic Degree Programs](#)
University Procedure [11.10.99.C0.02, Development of Certificate Programs](#)
University Procedure [11.10.99.C0.03, Development of Courses and Catalog Revisions](#)
University Procedure [11.10.99.C0.04, Distance Education Programs](#)

Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs
(361) 825-2722