

## 11.99.99.K0.02 Substantive Change



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### Procedure Summary

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This procedure explains how Texas A&M University-Kingsville (TAMUK) will ensure compliance with substantive change policies of the Southern Association of Colleges and Schools Council on Colleges (SACSCOC).

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### Definitions

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SACSCOC – Southern Association of Colleges and Schools Commission on Colleges, the regional accrediting association for the southeastern U.S., including colleges and universities in Texas.

Accreditation Liaison – Administrator or senior faculty member designated by the university president having responsibilities to ensure that compliance with SACSCOC policies is incorporated into institutional planning, to notify SACSCOC of substantive changes within the university, to familiarize the university community with SACSCOC policies, and to serve as the contact person for SACSCOC staff.

Substantive Change – Significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, 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 at a degree or credential level above 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 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

- (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
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## Procedure

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### 1. GENERAL

- 1.1. The purpose of this procedure is to specify the responsibilities associate with changes in practices at TAMUK that may affect the university's SACSCOC accreditation, and to specify the process by which such changes would be addressed and communicated to the university's accrediting organization.
- 1.2. The university president, vice presidents, and the accreditation liaison assume primary responsibility for implementing this procedure.
- 1.3. No unit of TAMUK, including units located on any of its off-campus sites, may enact practices or changes that would be considered unauthorized substantive changes according to SACSCOC standards.
- 1.4. Compliance with this procedure is mandatory for all units of TAMUK.
- 1.5. This procedure will be posted online and distributed to all units of the university.
- 1.6. The effectiveness of this procedure will be reviewed annually by the university president, vice presidents, and the accreditation liaison. This body will recommend modifications to this procedure as warranted. Only the university president can approve modification to this procedure.

### 2. NOTIFICATION OF SUBSTANTIVE CHANGE

- 2.1. For substantive changes that require that SACSCOC be notified, but that do not require SACSCOC approval, an approving authority at the university may authorize the change. The university approving authority may be the university president, or the vice president with responsibility for the practice undergoing change.
- 2.2. Substantive changes that require only internal authorization and notification to SACSCOC are detailed in "Substantive Change for Accredited Institutions of the Commission on Colleges".
- 2.3. Once any substantive change described in this section is approved internally, the university president or the accreditation liaison will promptly notify SACSCOC in writing.
- 2.4. Only after SACSCOC has accepted the notification and indicated that the change will be included in the scope of the institutions accreditation can the change be implemented.

### 3. APPLICATION FOR APPROVAL OF SUBSTANTIVE CHANGE

- 3.1. For substantive changes that require SACSCOC approval, an approving authority at the university may authorize the initiation of the application process. The university approving authority may be the university president, or the vice president with responsibility for the proposed change.
- 3.2. The accreditation liaison will coordinate the application efforts between the unit proposing the substantive change, central administration of the university, and the SACSCOC staff. The accreditation liaison will assist the unit in composing the substantive change prospectus, ensuring that it conforms to the requirements stated in “Substantive Change for Accredited Institutions of the Commission on Colleges”.
- 3.3. The university president, or his designee, is the approving authority for the application of substantive change. If the president approves of the application and its accompanying prospectus he may choose to submit the application for approval of substantive change to SACSCOC.
- 3.4. Only after SACSCOC has approved the application for substantive change can the change be implemented.

### 4. MONITORING COMPLIANCE

- 4.1. The accreditation liaison will submit an annual written report to the university chief academic officer and a verbal report to the president’s council on the status of university compliance with this procedure and on practices that could result in substantive changes. Additional reports will be submitted as deemed appropriate.
- 4.2. The university president and accreditation liaison will continually monitor compliance with SACSCOC policies and standards.
- 4.3. Practices suspected to be out of compliance with this procedure or with policies or standards set by SACSCOC will be referred to the appropriate vice president for timely investigation and resolution. In the event that the suspected practice is found to constitute an unreported substantive change, the university will immediately notify the SACSCOC president by letter.

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## **Related Statutes, Policies, or Requirements**

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[19 Tex. Admin. Code § 4.274, Standards and Criteria for Institutions](#)

[Substantive Change for SACSCOC Accredited Institutions](#)

[SACSCOC, Principles of Accreditation: Foundations for Quality Enhancement](#)

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## Contact Office

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