

## 11.10.99.C0.05 Substantive Change

Approved: September 8, 2017  
Next Scheduled Review: September 8, 2022



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### Procedure Statement

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No unit at Texas A&M University-Corpus Christi, 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). Compliance with this procedure is mandatory for all individuals and units.

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### Reason for Procedure

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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.

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### Procedures and Responsibilities

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1. DEFINITIONS
  - 1.1. The SACSCOC is the regional accrediting association for Texas A&M University-Corpus Christi.
  - 1.2. The SACSCOC Liaison is the university administrator designated by the President who is responsible for ensuring compliance with SACSCOC 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 of the nature and scope of an accredited institution.” See SACSCOC’s website, (<http://www.sacscoc.org/SubstantiveChange.asp>) for further information.
  - 1.4. Substantive changes include, but are not limited to:
    - (a) Establishment of a branch campus
    - (b) A change from clock hours to credit hours
    - (c) A substantial increase or decrease in the number of credit hours awarded for the successful completion of a program

- (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) 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
- (f) The establishment of an additional location geographically apart from the main university campus where the institution offers at least 50% of an educational program
- (g) Any changes to the established objectives or mission of the institution
- (h) 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) Modifying programs where more than 24% but less than 50% of the program is offered at an off-campus site.
  - (b) More than 24% but less than 50% of a degree program is taught by distance education methods such as online courses, hybrid courses, videoconferencing, and/or online meetings.
- 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 only be implemented after SACSCOC has accepted the notification, and it has been included in the scope of the institution's accreditation.

## 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, the university 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 for SACSCOC Accredited Institutions, which can be found in the Related Statutes, Policies or Requirements section of this procedure.

- 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. The SACSCOC Liaison will report annually to the President on the status of university compliance with this procedure.
  - 4.2. 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” (link in the Related Statutes, Policies or Requirements section of this procedure).
  - 4.3. 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.

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## Related Statutes, Policies or Requirements

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

SACSCOC [Substantive Change for SACSCOC Accredited Institutions](#)

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](#)

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## Contact Office

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
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