

Substantive Change Action Plan

The purpose of this plan is to ensure that UTPB notifies SACSCOC prior to initiation of substantive changes, and when required, seeks approval **prior** to the implementation of such changes.

**Section I Instructions:** Check all that apply.

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| **Section I** |  |  |
| **TYPE OF CHANGE** | **YES** | **NO** |
| **Initiating coursework or programs at a different degree level than currently approved** |  |  |
| **Expanding coursework or programs at current degree level (significant departure from current programs at the institution regardless of teaching mode of delivery)** |  |  |
| **Establishing a branch campus** |  |  |
| **Initiating off-campus sites where:**  Students can obtain 50% or more credits toward a program Students can obtain 25-49% of credits toward a program Students can obtain 24% or less of credits toward a program |  |  |
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| **Expanding program offerings at an approved off-campus site:**  Adding programs that are significantly different from current programs at the site  A new program with 50-100% new content is a significant departure from the institution’s existing programs and requires SACSCOC approval prior to implementation.  A new program with 25-49% new content is a significant departure from the institution’s existing programs and requires notification prior to implementation.  Adding programs that are NOT significantly different from current programs at the site  Adding programs that are significantly different from current programs at the institution  A new program with 50-100% new content is a significant departure from the institution’s existing programs and requires SACSCOC approval prior to implementation.  A new program with 25-49% new content is a significant departure from the institution’s existing programs and requires notification prior to implementation.  Adding programs that are NOT significantly different from current programs at the institution |  |  |
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| **Initiating a certificate program at employer’s request and on short notice:**  Using existing approved courses Using an existing, approved off-campus site  At a new off-campus site (previously approved program)  That is a significant departure from previously approved programs |  |  |
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| **Initiating the delivery of a program through distance learning:**  Offering 50% or more of the program |  |  |
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| Offering 25-49% of the program Offering 24% or less of a program |  |  |
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| **Expanding the delivery of an existing program through distance learning:**  Offering 50% or more of the program Offering 25-49% of the program  Offering 24% or less of the program |  |  |
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| **Initiating a certificate program not at employer's request and not on short notice:**  Using existing courses Using an existing, approved off-campus site  At a new off-campus site (previously approved program)  That is a significant departure from previously approved programs |  |  |
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| **Altering significantly the educational mission of the institution** |  |  |
| **Initiating a dual degree program with another institution:**  Dual degree program with another SACSCOC accredited institution Dual degree program with an institution not accredited by SACSCOC |  |  |
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| **Initiating a joint degree program with another institution:**  Joint degree program with another SACSCOC accredited institution Joint degree program with an institution not accredited by SACSCOC |  |  |
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| **Altering significantly the length of a program (increase or decrease)** |  |  |
| **Initiating programs or courses offered through contractual agreement or consortium** |  |  |
| **Entering into a contract with an entity not certified to participate in USDOE Title IV programs:**  If the entity provides 25% or more of an educational program offered by the SACSCOC  accredited institution |  |  |
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| If the entity provides less than 25% of an educational program offered by the SACSCOC  accredited institution |  |  |
| **Initiating a merger/consolidation with another institution** |  |  |
| **Changing governance, ownership, control, or legal status of an institution** |  |  |
| **Relocating a main or branch campus** |  |  |
| **Moving an off-campus instructional site (serving the same geographic area)** |  |  |
| **Changing from clock hours to credit hours** |  |  |
| **Initiating degree completion programs** |  |  |
| **Closing a program, approved off-campus site, branch campus, or institution:**  Institution to teach out its own students Institution contracts with another institution to teach-out students (Teach-out Agreement) |  |  |
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| **Acquiring any program or site from another institution** |  |  |
| **Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing** |  |  |
| **Program Re-open** |  |  |

\*Refer to the SACSCOC [Substantive Change Policy](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf) for Additional Information.

# Section II: Dates and Description of Change

**Section II Instructions:** Please provide a detailed description of the proposed change.

Desired start date:

Desired end date:

Description of proposed change:

Section III: Off-campus sites

**Section III Instructions:** Please provide information on the off-campus site where change will be implemented.

Name of existing, approved off-campus site where change will be implemented:

Name of new off-campus site where change will be implemented:

If a new off-campus site will be implemented, has a memorandum of understanding, and if applicable, a lease been prepared and reviewed?

Yes No

Please describe the MOU or other paperwork and its review process:

Expected timeframe/duration for use of off-campus site:

# Section IV: Contact Information

**Section IV Instructions:** Please provide contact information.

Contact Name:

Title:

Department or Program:

Contact Information: Date:

Section V: Signatures

**Section V Instructions:** Please obtain the signatures of the following:

Director/Chair/Department Head:

Date:

Dean/Vice President:

Date:

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| **RECOMMENDATION OF UTPB SACSCOC LIAISON (internal use only)**  **No action needed Letter of notification Brief Prospectus Complete Prospectus** | |
| **UTPB SACSCOC Liaison Signature** | **Date** |

SACSCOC Substantive Change Policy edited: June 2021

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