

UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	March 2013
Section 2.6	Miscellaneous	Revised:	August 2017
Policy 2.6.4	Substantive Change	Responsibility:	Vice President for Academic, Faculty, and Student Affairs

SUBSTANTIVE CHANGE

Policy

The University of Texas Health Science Center at San Antonio policy on substantive change requires the President or designee to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of any significant modification or expansion of the nature and scope of the institution in a timely manner. The institutional designee to notify SACSCOC is the official identified by UT Health San Antonio as the SACSCOC Accreditation Liaison.

UT Health San Antonio policy for substantive change may also require notification to a school-specific accrediting agency. The President or designee has the primary responsibility to notify the school-specific accrediting organization on substantive change. The respective school Dean has been designated as the responsible party to notify the school-specific accrediting organization.

The notification of substantive change includes The University of Texas System and the Texas Higher Education Coordinating Board. The President or the designee has the primary responsibility to notify the respective organizations.

Notification Provisions

Under SACSCOC policy, substantive change includes, but is not limited to the following:

- any change in the established mission or objectives of the institution;
 - any change in the legal status, form or control, or ownership of the institution;
 - 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;
 - the addition of courses or programs of study at a degree or credentialed level different from that which is included in the institution's current accreditation or reaffirmation;
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- 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% of an educational program;
 - the establishment of a branch campus;
 - closing a program, off-campus site, branch campus or institution;
 - entering into a cooperative academic arrangement that includes the initiation of a dual or joint academic 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; and
 - 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 program.

Special Circumstances

Certain types of substantive change, such as adding a branch campus, degree level changes, or mergers/consolidations, and changes in governances require notification and approval by The University of Texas System; they could also require a visit by a SACSCOC substantive change committee to determine continued compliance with the *Principles of Accreditation: Foundation for Quality Enhancement*. The President or the designee will coordinate with SACSCOC for the site visit.
