

## Substantive Change Action Plan

The purpose of this plan is to ensure that UTRGV 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.

Section I	YES	NO
TYPE OF CHANGE		
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		
Expanding program offerings at an approved off-campus site:		
Adding programs that are significantly different from current programs <u>at the site</u>		
Adding programs that are NOT significantly different from current programs <u>at the site</u>		
Adding programs that are significantly different from current programs <u>at the institution</u>		
Adding programs that are NOT significantly different from current programs <u>at the institution</u>		
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		

<b>Initiating the delivery of a program through distance learning:</b>		
Offering 50% or more of the program		
Offering 25-49% of the program		
Offering 24% or less of a program		
<b>Expanding the delivery of an existing program through distance learning:</b>		
Offering 50% or more of the program		
Offering 25-49% of the program		
Offering 24% or less of the program		
<b>Initiating a certificate program not at employer's request and not on short notice:</b>		
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		
<b>Altering significantly the educational mission of the institution</b>		
<b>Initiating a dual degree program with another institution:</b>		
Dual degree program with another SACSCOC accredited institution		
Dual degree program with an institution not accredited by SACSCOC		
<b>Initiating a joint degree program with another institution:</b>		
Joint degree program with another SACSCOC accredited institution		
Joint degree program with an institution not accredited by SACSCOC		
<b>Altering significantly the length of a program (increase or decrease)</b>		
<b>Initiating programs or courses offered through contractual agreement or consortium</b>		
<b>Entering into a contract with an entity not certified to participate in USDOE Title IV programs:</b>		
If the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution		

If the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution		
<b>Initiating a merger/consolidation with another institution</b>		
<b>Changing governance, ownership, control, or legal status of an institution</b>		
<b>Relocating a main or branch campus</b>		
<b>Moving an off-campus instructional site (serving the same geographic area)</b>		
<b>Changing from clock hours to credit hours</b>		
<b>Initiating degree completion programs</b>		
<b>Closing a program, approved off-campus site, branch campus, or institution:</b>		
Institution to teach out its own students		
Institution contracts with another institution to teach-out students (Teach-out Agreement)		
<b>Acquiring any program or site from another institution</b>		
<b>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</b>		

\*Refer to the SACSCOC [Substantive Change Policy](#) 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:**

Click submit to email the completed form:

<b>RECOMMENDATION OF UTRGV SACSCOC LIAISON (internal use only)</b>			
<b>No action needed</b>	<b>Letter of notification</b>	<b>Brief Prospectus</b>	<b>Complete Prospectus</b>
<b>UTRGV SACSCOC Liaison Signature</b>		<b>Date</b>	

SACSCOC Substantive Change Policy edited: May 2016, July 2016  
UTRGV Policy Rev 10/12/2017