

Substantive Change Action Plan

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

Section I: Types of Change

Section I Instructions: Check all that apply.

TYPE OF CHANGE	YES	NO
PROGRAM CHANGES		
Clock-Credit Hour Conversion		
Cooperative Academic Arrangement		
Cooperative Academic Arrangement with Title IV Entities with 50% or more of a program offered through the arrangement or SACSCOC is dependent on the arrangement to deliver the program		
Cooperative Arrangement with Non-Title IV Entities to deliver 25-50% of a program's content recorded on the SACSCOC institution's transcript		
Cooperative Academic Arrangement with Non-Title Iv Entities to deliver 25% of a program's content recorded on the SACSCOC institution's transcript		
Dual Academic Award		
Joint Academic Award with non-SACSCOC Instituion(s) or Entity(ies)		
Joint Academic Award with SACSOC Institution(s)		
Adding a method of instructional delivery to an existing program		
50% or more of the program delivered by the method		
50% or more of the program delivered by distance education for a program not previously approved for distance education		
New Program		
50-100% new content from existing programs		
25-49% new content from existing programs		
Program Closure		

Closure at a location (on-campus or off-campus instructional site) but continued at other locations		
Closure by a method of delivery but continues to be offered by other methods of delivery		
Program Length Change (increase or decrease of 25% or more)		
Program Re-open (within five years of the closure date)		
OFF-CAMPUS INSTRUCTIONAL SITE/ADDITIONAL LOCATION CHANGES		
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>		
Off-campus Instructional Site Relocation (non-branch campus)		
Off-campus Instructional Site Relocation (branch campus)		
Off-campus Instructional Site Name or Address Change		
Off-Campus Instructional Site Closure		
Off-Campus Instructional Site Re-open (within five years of notification submission)		
INSTITUTIONAL CHANGES		
Acquisition (the sale, exchange, or transfer of an institutional component to a SACSCOC accredited institution) Includes off-campus instructional site, for-credit educational program, or other tangible assets		
Change in measure of Student Progress to Completion		
Competency-based Education by Course/Credit-based Approach – Institutional Level Approach		

Governance Change		
Institution Closure		
Institution to teach out its own students		
Institution contracts with another institution to teach-out students (teach-out agreement)		
Institution Relocation		
Institutional Contingency Teach-out Plan		
Mission change		
INSTITUTIONAL SUBSTANTIVE CHANGES REQUIRING COMMITTEE VISIT		
Initiating an off-campus instructional site that requires SACSCOC approval		
Initiating a branch campus		
Initiating a change in governance or a change in ownership with a change in control, or legal status change		
Initiating a merger/consolidation with another institution		
Instituting a level change		
Initiating a competency-based education by direct assessment program that requires SACSCOC approval		

*Refer to the [SACSCOC Substantive Change Policy and Procedures](#) 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 the 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 the 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 Name:

Signature:

Date:

Dean/Vice President Name:

Signature:

Date:

Click submit to email the completed form.

Recommendation of UTRGV SACSCOC Liaison (internal use only)			
No action needed	Letter of Notification	Brief Prospectus	Completed Prospectus
UTRGV SACSCOC Liaison Signature		Date	

SACSCOC Substantive Change Policy and Procedures edited: May 2018 and revised: December 2021.