

Teaching Site Substantive Change Assessment Form

The University of Texas Rio Grande Valley (UTRGV) must either notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) about and/or obtain SACSCOC approval for substantive changes, including significant changes to its approved off-campus teaching sites.

UTRGV uses this Teaching Site Substantive Change Assessment Form to aid in determining whether a change is substantive and/or a significant departure from the existing off-campus teaching sites. Please complete this form in its entirety and submit it electronically to Christine Shupala, Associate Vice President for Institutional Accreditation, Program Development, and Analysis at Christine.shupala@utrgv.edu.

This form should be accompanied by the **Substantive Change Action Plan Checklist**.

Any off-campus teaching site at which UTRGV will offer 25% to 49% of a program requires SACSCOC notification before implementation. Any off-campus teaching site at which UTRGV will offer more than 49% of a program requires approval before implementation.

Please be aware that it can take up to 9 months to obtain SACSCOC approval for a new off-campus teaching site. No program can go over 49% at a new site before SACSCOC approval. To avoid delays please submit this form one year before the intended implementation date.

NOTE: This form must be completed for any program that will be offered at any off-campus teaching site, including sites at which UTRGV currently offers coursework except Edinburg and Brownsville.

Section I: Contact information:

Lead contact for new program/program change:

Contact phone number:

Contact email:

Department:

Section II: Program Description

Indicate the name of the program (or programs) to be offered at the new or existing off-campus teaching site. Include the percentage of the program(s) that will be offered at the new or existing off-campus teaching site:

Name of college, school, or department(s) that will be teaching at the new or existing off-campus teaching site. If the off-campus teaching site is an existing site, please indicate what programs are currently offered at the site:

Is the program to be offered at the off-campus teaching site a new or previously approved program? Please explain. (*if the program is new, the New Program Substantive Change Assessment Form must also be submitted)

Yes

No

Describe the proposed off-campus teaching site. Include the physical address of the site and the reason for selecting the site, space available at the site, and existing equipment and facilities to be used by the program:

Is the proposed off-campus teaching site owned or leased by UTRGV? If not, indicate the Property Owner's name (company/organization):

Yes

No

Section III: Description of needs

Will the proposed off-campus teaching site require any Memoranda of Understanding or other agreements? If so, indicate whether these agreements have been completed. Submit completed agreements with this form.

Yes

No

Will the proposed off-campus teaching site require additional faculty? Please describe and estimate the amount of funding required.

Yes

No

Will the proposed off-campus teaching site require any modifications/construction/renovation? Please describe and estimate the amount of funding required.

Yes

No

Will the proposed off-campus teaching site require additional equipment? Please describe and estimate the amount of funding required.

Yes

No

Are there any other additional resources required by the proposed off-campus teaching site? Please describe and estimate the amount of funding required.

Yes

No

What is the desired start date for offering the program at the proposed off-campus teaching site?

What is the estimated date at which the program will exceed 24% of coursework at the off-campus teaching site?

What is the estimated date at which the program will exceed 49% of coursework at the off-campus teaching site?

Section IV: Signatures

Section Instructions: Please obtain the following signatures indicating approval of the proposed change:

Director/Chair/Department Head Name:

Signature: _____ Date: _____

College Dean Name:

Signature: _____ Date: _____

Executive Vice President (or designee) Name:

Signature: _____ Date: _____

Thank you for completing this form and assisting UTRGV in maintaining SACSCOC compliance. Please attach any supporting documentation and email this form using the link below. You will be notified of the review outcome.

| 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.