

1. GENERAL

- 1.01 Sam Houston State University is committed to adhering to all of the principles and policies of its oversight agencies and boards. This policy is designed to facilitate an effective and timely notification process regarding substantive changes.
- 1.02 As a member of the Southern Association of Colleges and Schools (SACS), Sam Houston State University is responsible for notifying and, when necessary, seeking approval for respective substantive changes from the Commission in accordance with SACS's substantive change policy. The most current policy can be accessed from SACS's website.
- 1.03 As defined by SACS, December 2008, a "substantive change is a significant modification or expansion of the nature and scope of an accredited institution."
- 1.04 Notification is a letter from the University President to the President of the Commission summarizing the proposed change.
- 1.05 An application or prospectus must be completed and submitted for specific substantive changes in accordance with SACS's substantive change policy.

2. PROCEDURES

- 2.01 The Substantive Change Committee is assigned the responsibility of coordinating efforts to identify the need for and creation of notification letters, applications, and prospectus documents.
- 2.02 Substantive changes include, but are not limited to
 - Initiating coursework or programs at a more advanced level than currently approved
 - Expanding at current degree level (significant departure from current programs)
 - Initiating programs at a lower degree level
 - Initiating a branch campus
 - Initiating off-campus sites
 - Adding significantly different programs at an approved site (only if programs are currently approved)
 - Initiating distance learning

- Initiating programs/courses offered through contractual agreement or consortium
 - Initiating a merger/consolidation
 - Altering significantly the educational mission of the institution
 - Relocating a campus
 - Changing governance, ownership, control, or legal status
 - Altering significantly the length of a program
 - Initiating degree completion programs
 - Closing an institution/program; initiating teach-out agreements
- 2.03 The Substantive Change Committee will utilize the University curriculum review cycle to identify substantive changes related to the addition, deletion, or modification of courses and degree programs.
- 2.04 At least once each academic year the Substantive Change Committee will ask the academic deans to identify potential substantive changes relating to distance education, off-site campuses, and other college or departmental level actions.
- 2.05 At least once each academic year the Substantive Change Committee will work with the Provost and Council of Academic Deans to identify potential substantive changes relating to consortiums, branch campuses, mergers and consolidations, governance, mission changes and other University-wide initiatives.
- 2.06 All efforts of the Substantive Change Committee must be coordinated to allow ample time to satisfy the timeframes for submission as set by SACS.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 1/25/09

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: December 17, 2008
Reviewer(s): Council of Academic Deans
Academic Policy Council

Review Cycle: December 1, ENY*
Review Date: December 1, 2010

Approved: /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: 1/23/09

***ENY = Even Numbered Year**