

1. GENERAL

- 1.01 Sam Houston State University is committed to adhering to all of the principles and policies of its regional accreditation bodies. 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 Commission on Colleges (SACSCOC), Sam Houston State University is responsible for notifying and, when necessary, seeking approval for substantive changes from the Commission in accordance with the SACSCOC substantive change policy. The most current policy can be accessed from the SACSCOC website.
- 1.03 As defined by the SACSCOC, a “substantive change is a significant modification or expansion of the nature and scope of an accredited institution.”
- 1.04 Notification is defined as a letter from the University President to the President of the Commission summarizing the proposed change.
- 1.05 Approval is sought through the submission of a SACSCOC application or prospectus.

2. PROCEDURES

- 2.01 The SHSU SACSCOC Liaison 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 different level than currently approved
 - Expanding at current degree level (significant departure from current programs)
 - Initiating a branch campus
 - Initiating certificate programs
 - Altering significantly the educational mission of the institution
 - Initiating joint or dual degrees with another institution
 - Initiating a certificate program at employer’s request and on short notice
 - Initiating off-campus sites

- Expanding program offerings at previously approved off-campus sites
 - Altering significantly the length of a program
 - Changing from clock hours to credit hours
 - Initiating a direct assessment competency-based program
 - Initiating distance learning
 - Entering into a contract with an entity not certified to participate in UDOE Title IV programs (for the delivery of an educational program)
 - Initiating programs/courses offered through contractual agreement or consortium
 - Initiating a merger/consolidation with another institution
 - Changing governance, ownership, control, or legal status of an institution
 - Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing
 - Closing a program, approved off-campus site, branch campus, or institution
- 2.03 At least once each academic year, the SACSCOC Liaison will provide education and training to the academic deans and division vice presidents in relation to substantive change policies and procedures.
- 2.04 The SACSCOC Liaison will utilize the University curriculum review cycle to identify substantive changes related to the addition, deletion, or modification of courses and degree programs.
- 2.05 The SACSCOC Liaison will utilize the minutes from the Council of Academic Deans meetings, President's Cabinet meetings, and Academic Affairs Council meetings to identify potential substantive changes.
- 2.06 At least once each academic year the SACSCOC Liaison will prompt the academic deans and division vice presidents to identify potential substantive changes.
- 2.07 All substantive change education and review activities must be coordinated to allow ample time to satisfy the timeframes for notification and/or approval as set by the SACSCOC. SHSU will adhere to the reporting timelines as specified in the 'Substantive Change for SACSCOC Accredited Institutions policy statement.'

