



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSC OP: 60.04, **Substantive Change Reporting**

PURPOSE: The purpose of this policy is to establish institutional procedures for recognizing and approving substantive changes and ensuring timely notification of such changes to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

REVIEW: This HSC OP will be reviewed on November 1 of every even-numbered year (ENY) by the Dean of each school, the TTUHSCEP SACSCOC Liaison, and the Executive Vice President of Academic Affairs or designees, with recommended revisions submitted to the President or designee by December 1.

BACKGROUND:

1. Substantive change refers to any significant modification or expansion of the nature and scope of an accredited institution.
2. SACSCOC is the regional accrediting body recognized by the U.S. Department of Education to accredit TTUHSCEP and its programs and services. As such, SACSCOC has incorporated federal requirements into its substantive change policy and procedures and is responsible for reviewing all substantive changes that occur between TTUHSCEP's decennial reviews.
3. Failure to comply with SACSCOC reporting requirements for substantive change may result in a loss of Title IV funding, reimbursement of related Title IV funding to the U.S. Department of Education, imposition of an accreditation sanction, and/or removal from SACSCOC membership.

POLICY/PROCEDURE:

1. In accordance with the policy statement, *Substantive Change for SACSCOC Accredited Institutions* (<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>), TTUHSCEP will notify SACSCOC prior to initiation of substantive changes and, when required, seek approval prior to the implementation of such changes. Depending on the nature of the substantive change, TTUHSCEP may be required to seek approval up to six months in advance of the proposed change.
2. SACSCOC describes three major procedures for reporting substantive change, including: (1) changes which require notification AND approval prior to implementation, (2) changes which require ONLY notification prior to implementation, and (3) closing a program, site, branch campus or institution. *Attachment A* to this HSC OP outlines the different types of substantive change, the SACSCOC notification procedures to be used, and the reporting timelines for each substantive change.
3. The TTUHSCEP SACSCOC Liaison will inform all Vice Presidents and Deans of the SACSCOC and TTUHSCEP substantive change policies on a biannual basis (August and February). At this time, s/he shall also request notification of substantive changes planned for the next 12-month period. Doing so will provide adequate time to ensure that SACSCOC requirements for notification and/or approval can be met at least six months prior to implementation of a substantive change, if required.

4. TTUHSCEP Vice Presidents and Deans assume responsibility for reporting all substantive changes in writing to the TTUHSCEP SACSCOC Liaison to ensure that substantive changes are communicated to SACSCOC using the appropriate procedures. The Substantive Change Action Plan (*Attachment B*) should be used to report substantive changes. If a Vice President or Dean is unclear whether a change is substantive in nature, s/he should contact the TTUHSCEP SACSCOC Liaison for clarification.
5. No substantive change will be implemented at TTUHSCEP until a letter of approval or acceptance of notification is received from SACSCOC. The original letter of approval or acceptance of notification will be filed in the Office of the President, and electronic copies will be maintained by the TTUHSCEP SACSCOC Liaison and respective Vice President or Dean.
6. Only the President or TTUHSCEP SACSCOC Liaison may submit to SACSCOC substantive change notifications and requests for substantive change approvals.