



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## 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 by March 1 every year by the TTUHSC SACSCOC Liaison, with recommended revisions forwarded to the Academic Affairs and Curriculum Committee and Academics Council.

### **BACKGROUND:**

1. Substantive change refers to any significant modification or expansion of the nature and scope of an accredited institution.
2. SACSCOC is the institutional accrediting agency recognized by the U.S. Department of Education to accredit TTUHSC 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 TTUHSC's decennial reviews.
3. Failure to comply with SACSCOC reporting requirements for substantive change may (a) require a review of the institution's substantive change policy and procedures by the SACSCOC Board of Trustees; (b) subject the institution to monitoring, sanction, or removal from membership; and/or (c) result in loss or reimbursement of Title IV funding.

### **POLICY/PROCEDURE:**

1. In accordance with the policy statement, *SACSCOC Substantive Change Policy and Procedures* (<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>), TTUHSC will notify SACSCOC prior to initiation of substantive changes and, when required, seek approval prior to the implementation of such changes.
2. SACSCOC describes several procedures for reporting substantive change. *Attachment A* outlines the different types of substantive change, the SACSCOC notification procedures to be used, and the reporting timelines for each substantive change.
4. TTUHSC academic Deans or appropriate designee assume responsibility for reporting all substantive changes in writing to the TTUHSC SACSCOC Liaison to ensure that substantive changes are communicated to SACSCOC using the appropriate procedures. If a Dean is unclear whether a change is substantive in nature, the Dean or appropriate designee should contact the TTUHSC SACSCOC Liaison for clarification. Please refer to [HSC OP 60.11](#) for specific information on the approval process for program/unit development and modifications.
5. If *Approval* is required through policy, no substantive change will be implemented at TTUHSC until a letter of approval is received from SACSCOC. An electronic copy of each official letter will be maintained by the TTUHSC SACSCOC Liaison and will also be sent to the respective Dean(s).
6. Only the President or TTUHSC SACSCOC Liaison may submit to SACSCOC substantive change notifications and requests for substantive change approvals.