

**Office of University Accreditation**

**University of North Texas**

Hurley Administration Building, Room 135

940.565.4266

**Substantive Change Checklist**

The University of North Texas is accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC**). Member institutions are required to notify SACSCOC of changes in accordance with the substantive change policy and seek approval prior to the initiation of changes when required. Member institutions are required to have policies and procedures to ensure that all substantive changes are reported to the Commission in a timely manner. This is an expectation by the U.S. Department of Education2, and unreported Substantive Changes are considered serious infractions that may result in sanctions against the institution.

SACSCOC defines substantive change as “**a significant modification or expansion of the nature and scope of an accredited institution**.”3   The types of substantive change and the procedures for addressing them appropriately are defined in policy. University Accreditation supports UNT in reporting substantive changes to maintain compliance with policies as changes and innovations are implemented.

**Why is reporting important?**

“If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.”4

**Instructions:** **To ensure compliance, please complete this intake form1** if you believe you have a change that may require substantive change reporting**. Please submit it to the UNT Office of University Accreditation in the early stages of the proposal to the Director of University Accreditation, Elizabeth Vogt at** [**Elizabeth.Vogt@unt.edu**](file:///C%3A%5CUsers%5Ckaf0141%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZ28LZ4ZJ%5CElizabeth.Vogt%40unt.edu)**.** A determination as to whether the proposed program or change constitutes a substantive change will be made, and you will be contacted with additional information. Please note: there is a 200 character limit for each text box.

**Name of Proposed Program/Action:**       **Is this a New, Existing Degree, or Non-Degree Educational Program (Graduate Certificate)?**

**New Degree Educational Program** [ ]  **Existing Degree Educational Program** [ ]  **New Non-Degree Educational Program** [ ]  **Existing Non-Degree Educational Program** [ ]

**Program CIP Code (as applicable):**      ­

**General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery mode). Attach applicable documentation to support the program description with checklist submission):**

**Total number of Credit hours for:**

 **New or Proposed Degree/Non-Degree/Certificate:**       **Existing Degree/Non-Degree/Certificate:**

 **New or Proposed Program Major:**       **Existing Program Major:
 New or Proposed Program Option:**       **Existing Program Option:
 (e.g. Concentration, Specialization, Track) (e.g. Concentration, Specialization, Track)**

**Is this an Accredited Program? No** [ ]  **Yes** [ ]  **, Name of Program Accreditor:**

**College:**

**Department & Name of Contact:**

**Date Form Completed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SACSCOC Substantive Change Items** | **Yes** | **No** | **Not Sure** | **Provide brief explanation (if necessary)** |
| The proposed program or existing program requires a number of new faculty. |  |  |  |  |
| More than 25 percent of the required courses for the proposed or existing program are new.  |  |  |  |  |
| More than 50 percent of the required courses for the proposed or existing program are new.  |  |  |  |  |
| The proposed or existing program requires new library or other learning resources.  |  |  |  |  |
| The proposed or existing program requires new equipment or facilities.  |  |  |  |  |
| The proposed or existing program requires a new resource base.  |  |  |  |  |
| The proposed or existing program will initiate a branch campus.  |  |  |  |  |
| The proposed or existing program will initiate a dual degree program with another institution.  |  |  |  |  |
| The proposed or existing program will initiate a joint degree program with another institution.  |  |  |  |  |
| The proposed or existing program will initiate a certificate program? If yes, answer the following: |  |  |  |  |
| * Will the proposed certificate program utilize existing courses?
 |  |  |  |  |
| **SACSCOC Substantive Change Items** | **Yes** | **No** | **Not Sure** | **Provide brief explanation (if necessary)** |
| * Will the proposed certificate program be offered at a new off-site location?
 |  |  |  |  |
| * Does the proposed certificate program represent a significant departure from previous programs?
 |  |  |  |  |
| The proposed or existing program will be initiated at a new off-site location? If yes, answer the following: |  |  |  |  |
| * Will a student be able to earn 50 percent or more of program credits at the site?
 |  |  |  |  |
| * Will a student be able to earn 25-49 percent of program credits at the site?
 |  |  |  |  |
| * Will a student be able to earn 24 percent or less of program credits at the site?
 |  |  |  |  |
| The proposed or existing program will be at an existing off-site location? If yes, answer the following: |  |  |  |  |
| * Does the proposed program represent a significant departure from previously approved programs [at the existing site]?
 |  |  |  |  |
| The proposed or existing program will be offered via distance education? If yes, answer the following: |  |  |  |  |
| * Will more than 50 percent of the program be offered via distance education?
 |  |  |  |  |
| * Will 24-49 percent of the program be offered via distance education?
 |  |  |  |  |
| * Will less than 25 percent of the program be offered via distance education?
 |  |  |  |  |
| * Total number of proposed course changes (as applicable)
 |  |  |  |  |
| The proposed or existing program or courses will be initiated through contractual agreement or consortium.  |  |  |  |  |
| The proposed or existing program will relocate an existing off-site location. |  |  |  |  |
| The change to the existing program will significantly alter the length of the currently approved program.  |  |  |  |  |
| The proposed or existing program will initiate a degree completion program.  |  |  |  |  |
| The proposed program will close an existing program.  |  |  |  |  |