



Texas A&M University-Texarkana

Substantive Change Procedures

Texas A&M University-Texarkana adheres to the policies and requirements of The Texas A&M University System, the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

A&M-Texarkana notifies SACSCOC of changes in accordance with the Commission's substantive change policy and, when required, seeks approval prior to the initiation of changes. The Associate Provost/SACSCOC Liaison is responsible for submitting all communication regarding substantive changes to SACSCOC.

Substantive changes include but are not limited to:

- Addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- Addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of dual or joint academic program with another institution

See the SACSCOC Substantive Change Policy for more explanation of substantive change reporting. (<http://www.sacscoc.org/SubstantiveChange.asp>)

A&M-Texarkana has academic approval processes to monitor substantive changes including notification to the SACSCOC liaison of academic changes that are potential substantive changes. See the Academic Decision-Making Process Chart for a summary of academic approval processes. (<http://tamut.edu/About/Administration/office-of-provost/index.html>) These processes ensure monitoring of substantive changes and allow for timely reporting of substantive changes.

The Checklist for Substantive Changes provides guidelines for proposed changes not included in the Academic Decision-Making Process.

(<http://tamut.edu/About/Administration/office-of-provost/index.html>)

Proposals are reviewed by the SACSCOC Liaison who makes the determination as to whether the proposal constitutes a substantive change.

These procedures are available on the Provost Office webpage. The Academic Decision-Making Process Chart and Checklist for Substantive Changes will be reviewed with the Provost Council and Faculty Senate curricular committees at the beginning of each academic year.

Questions concerning substantive change may be directed to Dr. Nancy Jordan, Associate Provost and SACSCOC Liaison, at 903.223.3166 or njordan@tamut.edu.

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