



The University Of

T A M P A

Substantive Change

Version: 4.0

Effective Date: 3/30/2021

Policy Summary:

The University of Tampa is proactive in ensuring that all instances of substantive change are reported in a timely manner as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Applicability/Eligibility:

SACSCOC requires the following:

1. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

Policy Administration:

Mandating Authority:

Federal Law

State Law or Regulation

(Check all that apply)

University President

Accrediting Body

Other: (specify)

Responsible Office/Dept/Committee(s):

Name	Campus Address	Phone Number
Provost and Vice President for Academic Affairs	Plant Hall 200	258-7360
Vice President for Operations and Planning/Accreditation Liaison	Plant Hall 106	253-6203

Responsible Executive(s):

Name	Title	Phone Number
Provost and Vice President for Academic Affairs	Plant Hall 200	258-7360
Vice President for Operations and Planning/Accreditation Liaison	Plant Hall 106	253-6203

Policy Management:

Policy History:

Date	Version	Reason for Change
05.22.14	1.0	Initial policy
01.09.17	2.0	Policy revision
01.09.18	3.0	Policy revisions
03.30.21	4.0	Policy revisions

Policy Approvals and Reviews:

Date	Organizational Group
01.09.18	Senior Staff review and approval with friendly amendments.
03.30.21	Senior Staff review and approval

Web Links: to be determined

Full Policy Text:

The University of Tampa is proactive in ensuring that all instances of substantive change are reported in a timely manner as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Commission's policy statement on substantive change can be found at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.

Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

Other substantive changes, including those required by federal regulations, include:

- An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.
- An institution is responsible for maintaining compliance at all times with Standard 14.2 (Substantive change) of the Principles of Accreditation and with the Substantive Change Policy and Procedures and related policies, viz.,
 - o Agreements Involving Joint and Dual Academic Awards;
 - o Credit Hours;
 - o Direct Assessment Competency-based Educational Programs;

- o Distance and Correspondence Education;
- o Dual Enrollment;
- o Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status; and
- o Seeking Accreditation at a Higher or Lower Degree Level.

- An institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected and to the public. The purpose of the institution's substantive change policy and procedure is to ensure all substantive changes are reported to SACSCOC in a timely fashion as required by Substantive Change Policy and Procedures. Institutions are responsible for implementing and enforcing their substantive change policy and procedure.
- An institution's fiscal and administrative capability to operate off-campus instructional sites is assessed when a new site is reviewed for approval and as part of decennial and fifth-year interim reviews.
- A new off-campus instructional site is subject to a substantive change committee visit. A committee visit, when necessary, is authorized when a site is approved. The committee visit ensures the site has the personnel, facilities, and resources identified by an institution in its application or prospectus and ensures the quality of instructional and support services offered at the site.
- Different or additional requirements apply to an institution on SUBSTANTIVE CHANGE RESTRICTION. Restriction applies if an institution has been placed on Warning, Probation, or Probation for Good Cause over the prior three academic years, or if an institution is under provisional certification for participation in federal financial aid programs.
- An institution placed or continued on Probation or Probation for Good Cause must submit to SACSCOC an institutional contingency teach-out plan within 30 days of the notification of the Board of Trustees action.

It is the responsibility of the University through its SACSCOC Accreditation Liaison to report all substantive changes based on SACSCOC policy, following all procedures and timelines as outlined in the commission's policy statement.

To ensure timely reporting, several measures are in place. The Accreditation Liaison is a member of Senior Staff and reports directly to the President. Senior Staff discusses all aspects of University functioning on a regular basis. The President in turn assigns Senior Staff members as well as members of the Faculty Senate to all Board of Trustee Committees to promote communication at the institutional policy-making level.

In addition, the Provost and Vice President for Academic Affairs keeps the Accreditation Liaison apprised of curricular developments. Records of approved curricular changes are maintained by the Associate Dean of teaching and Learning and shared with the Provost and Accreditation Liaison. The Provost also holds regular meetings with the College Deans and Associate Dean for Graduate and Continuing Studies. Academic initiatives are routinely reported to the Senior Staff and Board of Trustees.

Developments that appear to rise to the level of substantive change are discussed by the Provost, Accreditation Liaison, and appropriate academic and administrative leadership. A record of those discussions are maintained in the Accreditation Liaison's Office. If petitions to SACSCOC for substantive change are warranted, internal timelines are created for reporting. A log of SACSCOC activity is maintained in the Accreditation Liaison's Office.