

# UNIVERSITY OF DALLAS

*The Catholic University for Independent Thinkers*

## Substantive Change Policy

### Overview

The University of Dallas is responsible for notifying 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 implementation of these changes.

Substantive changes is defined by SACSCOC as a significant modification or expansion of the nature and scope of the accredited institution. The following are considered substantive changes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The 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
- The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation
- Entering into a collaborative academic arrangement that includes the initiation of a dual or joint academic program with another institution
- A substantial increase in the number of credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus

### Procedures

The University of Dallas will notify SACSCOC of substantive changes in accordance with the SACSCOC [Substantive Change Policy](#). This includes seeking prior approval to the initiation of such changes. Depending on the substantive change, this may include only notification from the University describing the change prior to implementation, or may include notification and required documentation from the University submitted as many as twelve months prior to implementation and approval by SACSCOC. In the event that a substantive change has been implemented without notification of and/or approval from SACSCOC, the University of Dallas will formally notify SACSCOC upon discovery of the unreported substantive change.

In order to comply with this policy, the University of Dallas recognizes the timeline necessary for the reporting process. The following table outlines the institution-wide reporting requirements, the responsibilities of initiating the change, the necessary timeline for implementation, and the person(s) accountable for reporting.

## University of Dallas Procedures for Reporting Substantive Changes for SACSCOC

Type of Change	SACSCOC Reporting Requirements	Time Frame	How Initiated at UD	Who at UD Determines if Substantive Change	Who Reports to SACSCOC
Initiating coursework or programs at a more advanced level than currently approved	Substantive Change Prospectus	12 months: Due to SACSCOC by January 1 <sup>st</sup> for programs beginning in the Fall semester, or July 1 <sup>st</sup> for programs beginning in the Spring semester	<p><b>Braniff:</b> Braniff Curriculum Committee</p> <p><b>Gupta:</b> Gupta Curriculum Committee</p> <p><b>Constantin:</b> N/A</p> <p><b>SOM:</b> SOM Graduate Curriculum Committee</p>	Appropriate Dean, Provost, and SACSCOC Liaison	SACSCOC Liaison
Expanding a current degree level with significant departure from current programs	Substantive Change Prospectus	6 to 12 months: Due to SACSCOC by January 1 <sup>st</sup> for programs beginning in the Fall semester, or July 1 <sup>st</sup> for programs beginning in the Spring semester	<p><b>Braniff:</b> Braniff Curriculum Committee</p> <p><b>Gupta:</b> Joint Committee on Business Education (undergraduate) Gupta Curriculum Committee (graduate)</p> <p><b>Constantin:</b> Constantin Curriculum Committee.</p>	Appropriate Dean, Provost, and SACSCOC Liaison	SACSCOC Liaison

			<p><b>SOM:</b> Joint Committee on Ministry Education (undergraduate)</p> <p>SOM Graduate Curriculum Committee (graduate)</p>		
Initiating programs at a lower degree level	Substantive Change Prospectus	6 to 12 months: Due to SACSCOC by January 1 <sup>st</sup> for programs beginning in the Fall semester, or July 1 <sup>st</sup> for programs beginning in the Spring semester	<p><b>Braniff:</b> N/A</p> <p><b>Gupta:</b> Joint Committee on Business Education (undergraduate)</p> <p><b>Constantin:</b> Constantin Curriculum Committee.</p> <p><b>SOM:</b> Joint Committee on Ministry Education</p>	Appropriate Dean, Provost, and SACSCOC Liaison	SACSCOC Liaison
Initiating a branch campus	Substantive Change Prospectus	6 to 12 months: Due to SACSCOC by January 1 <sup>st</sup> for programs beginning in the Fall semester, or July 1 <sup>st</sup> for programs beginning in the Spring semester	Provost and President	Provost and SACSCOC Liaison	SACSCOC Liaison

Initiating off-campus sites where students can earn 25% or more of the credits required for a program	Notification Only (25-49%)  Substantive Change Prospectus (>49%)	1 to 3 months for notification; 6 to 12 months for substantive change	Appropriate Dean and Provost	Provost and SACSCOC Liaison	SACSCOC Liaison
Adding significantly different programs at an approved site	Notification Only	1 to 3 months	Appropriate Dean	Appropriate Dean and SACSCOC Liaison	SACSCOC Liaison
Initiating distance (online) learning in which students can earn 25% or more of the credits required for a program	Notification Only (25-49%)  Substantive Change Prospectus (>49%)	1 to 3 months for notification;  6 to 12 months for substantive change	<b>Braniff:</b> Braniff Curriculum Committee  <b>Gupta:</b> Joint Committee on Business Education (undergraduate) Gupta Curriculum Committee (graduate)  <b>Constantin:</b> Constantin Curriculum Committee.  <b>SOM:</b> Joint Committee on Ministry Education (undergraduate) SOM Graduate Curriculum Committee (graduate)	Appropriate Dean and SACSCOC Liaison	SACSCOC Liaison

Initiating programs/courses offered through contractual agreement or consortium	Notification Only	1 to 3 months	Appropriate Dean	Appropriate Dean, Provost, and SACSCOC Liaison	SACSCOC Liaison
Initiating merger or consolidation	Substantive Change Prospectus	6 to 12 months	Provost and President	Provost and SACSCOC Liaison	SACSCOC Liaison
Altering significantly the educational mission of the institution	Substantive Change Prospectus	6 to 12 months	Provost and President	Provost and SACSCOC Liaison	SACSCOC Liaison
Altering significantly the length of a program	Substantive Change Prospectus	6 to 12 months: Due to SACSCOC by January 1 <sup>st</sup> for programs beginning in the Fall semester, or July 1 <sup>st</sup> for programs beginning in the Spring semester	<b>Braniff:</b> Braniff Curriculum Committee  <b>Gupta:</b> Joint Committee on Business Education (undergraduate) Gupta Curriculum Committee (graduate)  <b>Constantin:</b> Constantin Curriculum Committee.	Appropriate Dean, Provost, and SACSCOC Liaison	SACSCOC Liaison

			<p><b>SOM:</b> Joint Committee on Ministry Education (undergraduate) SOM Graduate Curriculum Committee (graduate)</p>		
<p>Initiating degree completion programs</p>	<p>Substantive Change Prospectus</p>	<p>6 to 12 months: Due to SACSCOC by January 1<sup>st</sup> for programs beginning in the Fall semester, or July 1<sup>st</sup> for programs beginning in the Spring semester</p>	<p><b>Braniff:</b> Braniff Curriculum Committee</p> <p><b>Gupta:</b> Joint Committee on Business Education (undergraduate) Gupta Curriculum Committee (graduate)</p> <p><b>Constantin:</b> Constantin Curriculum Committee.</p> <p><b>SOM:</b> Joint Committee on Ministry Education (undergraduate) SOM Graduate Curriculum Committee (graduate)</p>	<p>Appropriate Dean and SACSCOC Liaison</p>	<p>SACSCOC Liaison</p>

In order to make the campus aware of the Substantive Change Policy, the policy will be posted online with all other university policies at <http://www.udallas.edu/about/university-policies/>. Similarly, the SACSCOC Liaison will be responsible for educating University constituents about the substantive change policy and procedures.

All substantive change activities will be documented, maintained, and archived with the SACSCOC Liaison.