

Policies of the University of North Texas	Chapter 06
06.053 Reporting Substantive Change	Faculty Affairs

Policy Statement. The University of North Texas (UNT) is responsible for obtaining approval or informing external governing bodies of substantive university changes. Said external governing bodies include, but are not limited to the: (a) Department of Education, (b) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (c) Texas Higher Education Coordinating Board (THECB), and (d) select discipline-specific accrediting bodies.

Application of Policy. UNT faculty and staff.

Definitions.

1. **Substantive Change.** “Substantive change” means a significant modification or expansion of the nature and scope of an accredited institution.
2. **Unit Administrator.** “Unit administrator” means the person responsible for the unit.

Procedures and Responsibilities.

- I. Unit administrators must notify UNT’s University Accreditation Office of substantive changes prior to making the change. Substantive changes that involve curriculum/academic programs have additional requirements outlined in UNT Policy 06.037, Course and Curriculum Development. Examples of substantive changes include:
 - A. Any change in the established mission or objectives of the institution;
 - B. Any change in legal status, form of control, or ownership of the institution;
 - C. 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;
 - D. The 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;
 - E. A change from clock hours to credit hours;
 - F. A substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program;

- G. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
- H. The establishment of a branch campus;
- I. Closing a program, off-campus site, branch campus, or institution;
- J. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
- K. Acquiring another institution or a program or location of another institution;
- L. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; or
- M. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

Responsible Party: Unit Administrators

- II. University accreditation is responsible for notifying the appropriate external governing body of substantive changes and responding to additional requests for information. University Accreditation will notify the appropriate parties of the external governing body's substantive change decision upon receipt of notification. The unit administrator shall not implement a substantive change until the governing body has provided a decision.

Responsible Party: University Accreditation Office and Unit Administrators

References and Cross-references.

[UNT Policy 06.037, Course and Curriculum Development](#)

Approved: 06/18/2019
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Revised: