



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.053 Reporting Substantive Change

I. 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.

II. Application of Policy

UNT faculty and staff

III. Policy Definitions

A. Substantive Change

“Substantive change,” in this policy, means a significant modification or expansion of the nature and scope of an accredited institution.

B. Unit Administrator

“Unit administrator,” in this policy, means the person responsible for the unit.

IV. Policy Responsibilities

A. Notifications & Approvals

Unit administrators are required to notify UNT’s University Accreditation Office of substantive changes prior to making the change. UNT is required to notify and/or seek approval well in advance (approximately 9 months) before implementing any substantive change. Substantive changes that involve curriculum/academic programs have additional requirements outlined in UNT Policy 06.037, Course and Curriculum Development.

B. Substantive Changes

Substantive changes, including those required by federal regulations, may entail:

1. substantially changing the established mission or objectives of an institution or its programs;
2. changing the legal status, form of control, or ownership of an institution;
3. changing the governance of an institution;
4. merging or consolidating two or more institutions or entities;
5. acquiring another institution or any program or location of another institution;
6. relocating an institution or an off-campus instructional site of an institution (including a branch campus);

7. offering courses or programs at a higher or lower degree level than currently authorized;
8. adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credentials);
9. changing the way an institution measures student progress (including whether in clock hours or credit hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures);
10. 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;
11. initiating programs by distance education or correspondence courses;
12. adding an additional method of delivery to a currently offered program;
13. entering into a cooperative academic arrangement;
14. entering into a written arrangement, under 34 C.F.R. § 668.5, by which an institution or organization not certified to participate in the Title IV Higher Education Act (HEA) programs, offers less than 25% (requires notification) or 25-50% (requires pre-approval) of one or more of the accredited institution's educational programs;
15. substantially increasing or decreasing the number of clock hours or credit hours awarded, competencies demonstrated, or increasing the level of credential awarded for successful completion of one or more programs;
16. adding competency-based education programs;
17. adding each competency-based education program by direct assessment;
18. adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency;
19. awarding dual or joint academic awards;
20. re-opening a previously closed program or off-campus instructional site;
21. adding a new off-campus instructional site or additional location, including a branch campus;
22. 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; and
23. closing an institution, program, method of delivery, off-campus instructional site, or program at an off-campus instructional site.

C. Noncompliance

Failure to comply with the substantive change policy may result in monitoring, sanctions, or a loss of accreditation. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for Title IV federal funding may result in reimbursement of funds.

D. University Accreditation Office

The University Accreditation Office 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.

V. Resources/Forms/Tools

None

VI. References and Cross-References

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

VII. Revision History

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
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