

Substantive Change Types and Requirements Overview

The below information provides an overview of commonly-encountered types of substantive change. For a full list of substantive changes, please refer to SACSCOC's [Substantive Change Policy and Procedures](#). All determinations of substantive change will be made by the Office of Academic Assessment and Accreditation and TWU's SACSCOC Liaison.

Substantive Change Type		Requirement
Creating a New Program Creating a new program may require SACSCOC approval or notification depending on the amount of new content created. Requirements apply equally to degree programs and certificate programs. A determination of the percentage of new content will be made by the Office of Academic Assessment and Accreditation in consultation with the program faculty.	Less than 25% new content	No action
	25-49% new content	Notification (Letter)
	50%+ new content	Approval (Prospectus)
Adding a Method of Delivery to an Existing Program Adding a method of instructional delivery to an existing program requires notification prior to implementation. This signifies that 50% or more of the program	Adding a distance education (online) delivery method to a program that is currently face-to-face	Notification (Letter)
	Adding a face-to-face delivery method to a program that is currently delivered via distance education (online)	Notification (Letter)

<p>will be offered via the added method of delivery. Requirements apply equally to degree programs and certificate programs.</p>		
<p>Offering Courses or Programs at an Off-Campus Instructional Site A location geographically apart from TWU's main campus where courses or programs (degree or certificate) are being offered may require substantive change notification or approval, depending on the percentage of program instruction represented by the offering. Instruction includes face-to-face delivery or online delivery (synchronous or asynchronous) if the student is required to be at the location to receive instruction.</p> <p>Dual enrollment sites and sites serving incarcerated students are included within these requirements.</p>	<p>Less than 25% of the program is offered at the site</p>	<p>No action</p>
	<p>25-49% of the program is offered at the site</p>	<p>Notification (Letter)</p>
	<p>50%+ of the program is offered at the site</p>	<p>Approval (Prospectus; Possible Substantive Change Committee Visit)</p>
<p>Closing a Program, Degree Option, or Off-Campus Instructional Site Closure is defined as closed to admission or entry, not the date instruction ends. A program, degree option, or site is considered to have closed when students can no longer start. Requirements apply equally to degree programs and certificate programs.</p>	<p>Ending a program at all locations or by all methods of delivery.</p> <p><i>This includes ending one degree designator while continuing to offer another. For example, closing the BA degree option for a major but continuing to offer the BS degree option for a major.</i></p>	<p>Approval (Teach-Out Plan)</p>

	<p>Ending an option to complete a program via a single method of delivery or at a single location but continuing to offer the program by other methods of delivery or at other locations</p> <p><i>For example, ending the face-to-face completion option for a degree program but continuing to offer the program in an online delivery method.</i></p>	Approval (Teach-Out Plan)
	Closing an off-campus instructional site, including all its programs (including dual enrollment sites, so that students can no longer be admitted to the site	Approval (Teach-Out Plan)
Re-Opening a Closed Program or Site	Re-opening a program or off-campus instructional site within five years of the closure date	Notification (Letter)
	Re-opening a program or off-campus instructional site more than five years after the closure date	Notification or Approval, as applicable (see requirements above for new programs and sites)
<p>Initiating a Cooperative Academic Arrangement, Dual Academic Award, or Joint Academic Award</p> <p>Entering into an agreement with another entity to deliver content for a program offered by TWU may require SACSCOC approval or notification.</p>	<ul style="list-style-type: none"> • Cooperative Academic Arrangement with Title IV Entities with 50% or more of the program delivered through the arrangement • Cooperative Academic Arrangement with non-Title IV Entities with less than 25% of the program delivered through the arrangement 	Notification (Letter) and Signed Agreement

	<ul style="list-style-type: none"> • Dual Academic Award • Joint Academic Award with a SACSCOC institution 	
	<ul style="list-style-type: none"> • Joint Academic Award with a non-SACSCOC institution • Cooperative Academic Arrangement with Non-Title IV Entities with 25-50% of the program delivered through the arrangement 	Approval (Prospectus)
<p>Changing a Program's Length Increasing or decreasing a program's length requires SACSCOC approval if the change represents 25% or more of program SCH and students' expected time to completion changes by more than one term or its equivalent. Requirements apply equally to degree programs and certificate programs.</p>	The change represents less than 25% of the program SCH or will change students' expected time to completion changes by only one term or its equivalent	No action
	The change represents 25% or more of program SCH and students' expected time to completion changes by more than one term or its equivalent	Notification (Letter)
<p>Offering a Program which utilizes Competency-Based Education or Prior Learning</p>		Requirements vary by nature of the offering. Please contact the Office of Academic Assessment and Accreditation if you are considering a CBE method of delivery or a program involving prior learning requirements.

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