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# Substantive Change Checklist

Substantive change, according to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is “a significant modification or expansion of the nature and scope of an accredited institution.”[[1]](#footnote-1)  Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,[[2]](#footnote-2) which nationally recognized accreditors are required to enforce.

The University is required to submit any substantive change to SACSCOC for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACSCOC,

*If an institution is non-compliant with Substantive Change Policy and Procedures or Standard 14.2 (Substantive change), its accreditation may be in jeopardy. An unreported substantive change may require a review of the institution’s substantive change policy and procedures document by the SACSCOC Board of Trustees. Non-compliance subjects the institution to monitoring, sanction, or removal from membership. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for title IV federal funding may place the institution in jeopardy with the U.S. Department of Education, including reimbursement of funds received related to an unreported substantive change. For additional information, refer to Appendix A, Standards and Policy Addressing Unreported Substantive Change, in Substantive Change Policy and Procedures.*[[3]](#footnote-3)

To ensure compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.). Upon completion, the form must be submitted to the associate vice provost for accreditation by e-mail to [hhartman@utk.edu](mailto:hhartman@utk.edu). A determination will be made as to whether the proposal constitutes a substantive change.

Questions concerning substantive change may be directed to Dr. Heather Hartman, assistant vice provost for accreditation, at 974-3635 or [hhartman@utk.edu](mailto:hhartman@utk.edu).

The University of Tennessee, Knoxville is required by SACSCOC to have Substantive Change Policy, available at <http://sacs.utk.edu/ut-sacscoc-related-policies/>. The SACSCOC Substantive Change Policy is available at <https://sacs.utk.edu/wp-content/uploads/sites/59/2021/06/2021-UT-Knoxville-Substantive-Change-Policy.pdf> .

# Substantive Change Checklist

Instructions: Email the completed form to [hhartman@utk.edu](mailto:hhartman@utk.edu?subject=ALERT:%20Substantive%20Change), with the subject line of the email: ALERT: Substantive Change.

Questions concerning substantive change are to be directed to Dr. Heather Hartman, assistant vice provost for accreditation (974-3635, [hhartman@utk.edu](mailto:hhartman@utk.edu?subject=ALERT:%20Substantive%20Change)).

|  |  |
| --- | --- |
| Name of Proposed Program/Action: | Click here to enter text. |
| Sponsoring College/Office: | Click here to enter text. |
| Proposal Contact (name, email, phone): | Click here to enter text. |
| Anticipated implementation date: | Click here to enter text. |
| Checklist completion date: | Click here to enter a date. |

| CHECKLIST | Yes | No | Don’t know |
| --- | --- | --- | --- |
| PROGRAMS: |  |  |  |
| 1. Offering courses or programs at the Associate degree level? |  |  |  |
| 1. Increasing or decreasing the number of clock or credit hours awarded for successful completion of a program? (25% or more) |  |  |  |
| 1. Adding a competency-based education program? |  |  |  |
| 1. Adding each competency-based education program by direct assessment? |  |  |  |
| 1. Adding a program that requires students to possess prior or existing knowledge or competency at the time of admission (e.g., RN for RN-BSN degree program)? |  |  |  |
| 1. Adding a program that differs in content from existing programs?   Less than 25% new content? 25-49%? 50% or more? |  |  |  |
| 1. Acquiring a program or location of another institution? |  |  |  |
| 1. Changing the way student progress is measured (clock hours to credit hours, semesters to trimesters, etc.)? |  |  |  |
| 1. Adding an additional method of delivery (online, face-to-face, competency-based) to a currently offered program? |  |  |  |
| 1. Awarding dual or joint academic awards? |  |  |  |
| 1. Entering into a cooperative academic arrangement? |  |  |  |
| 1. Entering into a written arrangement with an institution or an organization not certified to participate in the Title IV HEA programs? |  |  |  |
| 1. Closing a program (NOTE: “closing” constitutes not accepting new applications for the current cycle)? |  |  |  |
| 1. Closing/ending a method of delivery for a program? |  |  |  |
| 1. Closing/ending a program at an off-campus instructional site? |  |  |  |
| 1. Re-opening a previously closed program? (date closed: \_\_\_\_\_\_\_\_\_\_\_\_) |  |  |  |
| INSTRUCTIONAL SITES: |  |  |  |
| 1. Adding a new off-campus instructional site/additional location? |  |  |  |
| 1. Adding a permanent location to conduct a teach-out program for students of another institution that has ceased operating before all students have completed their program of study? |  |  |  |
| 1. Relocating an off-campus instructional site? |  |  |  |
| 1. Closing an off-campus instructional site? |  |  |  |
| 1. Re-opening a previously closed off-campus instructional site? (date closed: \_\_\_\_\_\_\_\_\_\_\_) |  |  |  |

1. See [Substantive Change Policy and Procedures of the SACS Commission on Colleges](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf), p. 2. [↑](#footnote-ref-1)
2. See [34 C.F.R. § 602.22](https://www.govinfo.gov/content/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec602-22.pdf) Substantive change. [↑](#footnote-ref-2)
3. See [Substantive Change Policy and Procedures of the SACS Commission on Colleges](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf), p. 4. [↑](#footnote-ref-3)