



**REQUIRED COMPLIANCE CHANGE FORM FOR UHD**

[This form needs to be completed and submitted to the Office of the Provost.](#)

If you answer yes to any of the items below or you are unsure whether your program qualifies under any of these criteria, please contact the THECB and SACSCOC liaison at 713-221-8218/[khojafai@uhd.edu](mailto:khojafai@uhd.edu). Programs and initiatives which fall under substantive change cannot be implemented until the Provost's Office has reviewed, determined the proper notification process, and approval received from respective governing body.

**Institutional Obligations:**

- 1- SACSCOC member institutions are required to notify the Commission of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes prior to implementation (<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>)
- 2- Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.
- 3- Proposals and notifications to the Texas Higher Education Coordinating Board (THECB) are more expansive and also need to be sent in a timely manner.

**Definition:** Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes the following types of changes (circle yes or no):

Yes	No	Curricular and Academic Areas:
	(however, internal notification to UCC is required)	Creation of new programs and/or new certificate that are different, either in content or method of delivery, from those that were offered when the institution was last evaluated (THECB and SACSCOC has approved UHD to offer existing graduate and undergraduate programs to be offered online and at off-campus locations, however, internal notification is required).
		The addition of course or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
		The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
		Closing a program.
		A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
		Change of program name.
		Merging or creation of new college departments.
		Change requires notification/approval of other professional accrediting organizations.

Required Signatures for these areas:

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
THECB & SACSCOC Liaison

\_\_\_\_\_  
VPAA/Provost



Institutional Areas

Yes No

		Change in institutional name
		Any change in the established mission or objectives of the institution
		Any change in legal status, form of control, or ownership of the institution
		A change from clock hours to credit hours
		The establishment of a branch campus
		Closing a program, off-campus site, branch, campus or institution
		Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
		Acquiring another institution or a program or location of another institution
		Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
		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
		Creation or closing of a new College

Required Signatures for these areas:

\_\_\_\_\_  
THECB & SACSCOC Liaison

\_\_\_\_\_  
VPAA/Provost

\_\_\_\_\_  
President