

## PROCEDURE LIT.1.11.02 SUBSTANTIVE CHANGE

### **SCOPE:** Faculty and Staff

1. The Code of Federal Regulations (34 CFR §602.22) requires that an institutional accreditor ensure that any substantive change does not adversely affect the capacity of the institution to meet standards. A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services. Non-compliance to substantive change policy and procedures may subject the institution to monitoring, sanction, or removal from accreditor membership. Failure to secure approval, if required, of a substantive change involving programs or locations that qualify for title IV federal funding as a result of accreditation by the institutional accreditor may place the institution in jeopardy with the U.S. Department of Education, including reimbursement of funds received related to an unreported substantive change.
2. The Institutional Accreditation Liaison (IAL) will monitor LIT activities and assess the possible need for notification of a substantive change to an institutional accreditor.
3. Adherence to substantive change requirements requires campus wide collaboration and commitment. Therefore:
  - 3.1. College committees and departments will remain aware of current accreditor substantive change policies and will notify the IAL of initiatives that may constitute a substantive change.
    - 3.1.1. The Substantive Change Determination Document (SCDD) form shall be completed and submitted to the IAL for all initiatives that have the potential to trigger a substantive change.
    - 3.1.2. The IAL shall make final determination of substantive change implications, document the determination on the SCDD, and retain the completed SCDD as evidence of the determination and compliance with substantive change procedure.
  - 3.2. The IAL will be a member of the Executive Team and an ex-officio member of the Curriculum Review and Distance Education committees to provide guidance on substantive change reporting requirements.
  - 3.3. The IAL will be responsible for coordinating substantive change reporting.
  - 3.4. The Executive Team will be made aware of recommended substantive changes.
  - 3.5. Substantive changes will be submitted to the Texas State University System Board of Regents, Texas Higher Education Coordinating Board, and institutional accreditor(s) according to their policies and procedures.

3.6. Documentation of substantive change initiatives, notifications, and statuses will be maintained by the IAL.

**Related Policies:** LIT.1.11 Accreditation

**Relevant Forms/Documents:** Substantive Change Determination Document (SCDD)

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:** 34 CFR §602.22

**Relevant SACSOC Standards:** 14.2

**Document History:**

*Adopted: November 2010*

*Reviewed:*

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