

## Texas Tech University Substantive Change Checklist

### School/College/Department Level

Name:  
Title:

Date:  
Department:

Click the **Submit by Email** button on the bottom of the form, or save and email the form to the SACSCOC Liaison Officer, Dr. Darryl James ([darryl.james@ttu.edu](mailto:darryl.james@ttu.edu)).

Type of Change	YES	NO
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) Student can obtain 50 percent or more credits toward program		
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) Student can obtain 25-49 percent of credit		
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) Student can obtain 24 percent or less		
Expanding program offerings at previously approved off-campus sites by adding programs that are significantly different from current programs at the site		
Expanding program offerings at previously approved off-campus sites by adding programs that are NOT significantly different from current programs at the site		
Initiating distance learning Offering 50 percent or more of a program for the first time (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs)		
Initiating distance learning Offering 25-49 percent		
Initiating distance learning Offering 24 percent or less		
Initiating distance learning programs or courses offered through contractual agreement or consortium		
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the COC accredited institution		
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the accredited institution		