Texas Tech Substantive Change Procedural Flow Chart

The flow chart depicts the typical chain of events when a proposal for substantive change is initiated.

1. Initiators (i.e. individuals at the program/course level, department/college level, institutional level) submit a Substantive Change Proposal

2. Substantive Change Request Form submitted to the SACSCOC Accreditation Liaison and the Vice Provost

3. Initial review of substantive change proposal completed by the SACSCOC Accreditation Liaison, and the form is submitted to the Provost and Senior Vice President for approval

4. Approved Substantive Change Proposals are returned to the Initiators for completion.

5. Prepare Letter of Notification and/or Prospectus Report for SACSCOC

6. The SACSCOC Accreditation Liaison receives the completed substantive change report from the initiator, notifies the President, and prepares transmittal to SACSCOC

7. SACSCOC Accreditation Liaison submits and tracks the progress of the substantive change proposal, updates initiators on progress and/or decision outcome