

**Prairie View A&M University**  
**Substantive Change Guidance**

**Background**

Inherent in continuous quality improvement in academe is on-going review and updating of courses, programs, academic structures, modes of delivery, and educational access opportunities. The changes that evolve from such reviews are of basically two types, substantive and non-substantive.

Prairie View A&M University has defined a substantive change as any action that has the potential to place at risk institutional quality or integrity based upon failure to comply with the standards for review, oversight, and evaluation established by The Texas Higher Education Coordinating Board, The Commission on Colleges of the Southern Association of Colleges and Schools, discipline specific regulatory or accrediting agencies, and the U.S. Department of Education.

Prior to publishing, representing in any way, or implementing any substantive change the academic units must follow the procedures outlined in the “Procedures” Section of this document.

**Procedures**

As outlined in the curriculum change process chart, all recommended changes in academic programs or in the units in which they reside begin with the faculty and move from the curriculum committee, program coordinator to the department/division head, school/college committee, and the dean who authorizes submission of the proposed change to the appropriate curriculum council. Undergraduate changes are submitted to the University Academic Council and graduate changes are submitted to the Graduate Council. The respective councils are charge with determining if the proposed change is substantive, reviewing the standards of all appropriate internal and external entities, and certifying to the Provost and Senior Vice President for Academic Affairs that the proposed change has been reviewed for adequacy relative substantive change standards.

Action Required	UAC	GC	Financial Aid	TAMU BOR	THECB	COC SACS	US DEPT ED
Notification Only							
Approval							

The President and CEO is apprised of substantive changes prior to their being transmitted to any external entity. Financial sufficiency and financial aid guidelines sufficiency are reviewed by the Vice President for Business Affairs and the Assistant Provost for Student Financial Services.