

SOUTH CAROLINA STATE UNIVERSITY

Policy Number: 5.4	
Policy Title: Substantive Change Policy	
Original Date: March 26, 2019	Revision Date: March 26, 2019
Responsible Office: Office of Institutional Effectiveness	Administrative Division: Academic Affairs

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

South Carolina State University is accredited by the Southern Association of College and Schools Commission on Colleges (SACSCOC). The US Department of Education recognizes SACSCOC as an agency whose accreditation enables its members to seek eligibility to participate in Title IV programs. As a standard of accreditation, South Carolina State must notify SACSCOC of substantive changes in accordance with the SACSCOC substantive change policy.

POLICY STATEMENT


Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. The SACSCOC policy on substantive change incorporates federal requirements into its substantive change policy and procedures. Under federal regulation, substantive change includes the following:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours

- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- 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.

To ensure compliance with SACSCOC's substantive change policy, proposals at the University that relate to the above actions will be forwarded to the SACSCOC Accreditation Liaison for review prior to final approval of the proposed changes. Once proposals are approved, a copy of the approved proposal will be forward to the Accreditation Liaison

APPROVAL

	<u>4/10/19</u>
President or Chairperson of the Board of Trustees	Date
<u>JAMES E. CLARK</u>	
Print Name	

South Carolina State University Board of Trustees
Resolution from the Division of Academic Affairs 4/10/19
Substantive Change Policy

WHEREAS, South Carolina State University is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which requires that all affiliated institutions have a “policy and procedure to ensure that all substantive changes are reported” according to its policy; and

WHEREAS, the University needs a policy to ensure that all substantive changes that require notification and/or approval from SACSCOC are reported in a timely fashion; and

WHEREAS, the University’s Policy on Policies stipulates in 3.1.3 that all “proposed policies required by or directed by the University’s regional accrediting body to be approved by the Board,”

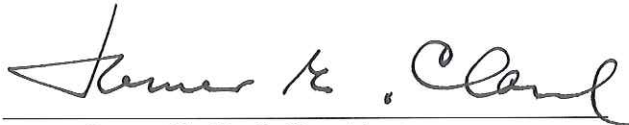
BE IT RESOLVED that the Board of Trustees of South Carolina State University approves the attached Substantive Change Policy.



Learie B. Luke, Provost




Date



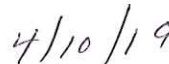
James E. Clark, President



Date



Milton Irvin, Chairman



Date