



## Substantive Change Policy

SACSCOC Standard 14.2 states “The institution has a policy and procedures to ensure that all substantive changes are reported in accordance with SACSCOC policy.” Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.

- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

*From Substantive Change Policies and Procedures (2021)*

Erskine College affirms compliance with SACSCOC accreditation standard 14.2 by adhering to the following procedures for documenting and reporting substantive changes:

1. Proposals including any of the changes or additions included in the federal definition of substantive change (listed above) must be routed through the College's chief academic officer (CAO) and/or the dean of the seminary to the SACSCOC institutional accreditation liaison (IAL).
2. Per the Commission on Colleges' current policy statement on substantive change, the IAL maintains contact with the College's assigned SACSCOC vice president throughout this process for guidance and counsel on issues, procedures, and timelines.
3. When confirmed that the proposal involves substantive change, the IAL routes the proposal to senior administration for further vetting, as necessary.
4. Upon approval, senior administration may ask the President to present the proposal to the Board of Trustees for approval.
5. Upon Board of Trustees approval, the President notifies the Commission of the proposed change(s) via IAL submission of a substantive change prospectus. The prospectus follows guidelines provided in the current version of the Commission's substantive change policy.
6. No change becomes effective until the President receives formal notice of approval from the Commission on Colleges.

*Approved by the Board of Trustees, August 2021*