

**University Policy Number: 900.01:
Substantive Change Policy**

Responsible Administrator: Vice President for Planning and Assessment

Responsible Office: Institutional Effectiveness

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Authority: Office of the President

Policy Statement

An institution is responsible for maintaining compliance at all times with Standard 14.2 (Substantive Change) of the Principles of Accreditation and with the Substantive Change Policy and Procedures and related policies. The institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.

Claflin University, as an institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), complies with the substantive change Policy Statement. A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes that impact the quality of educational programs and services” requiring the university to notify and /or

- 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).

- Adding programs with completion pathways that recognize and accommodate a student's

Applicability

To ensure compliance with SACSCOC requirements, Claflin University has a program proposal process in place, consisting of criteria for proposals, approval protocols, and assessment of new and existing programs determining the need for the proposed changes for any program change, whether revised or new.

PROCEDURES /PROTOCOL

1. The concerned department or area completes the Substantive Change Form and ensures approval of the Provost and SACSCOC Liaison to initiate the process.
2. Depending on the specific nature of the change, the concerned unit adheres to institutional processes for approval of the change. Once approved at the departmental and school / divisional levels, proposals are reviewed by the faculty and or additional committees appropriate, advanced to the Provost, the President and /or the Board of Trustees, **if warranted**, for final approval.
3. According to SACSCOC template and timeline, if a prospectus is required, the concerned department prepares a draft of the document and submits it to the Office of the Accreditation Liaison for review at least two months before established SACSCOC deadlines. (See policy at SACSCOC.org)
4. The SACSCOC Liaison is responsible for reporting changes, notifications, or transmitting a prospectus, if necessary.

