



SUBSTANTIVE CHANGE POLICY

1. PURPOSE

- 1.1. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) member institutions are required to have a substantive change policy;
 - 1.1.1. Clemson University (“University”) must comply with substantive change requirements of its regional accrediting body, SACSCOC, and relevant portions of the Code of Federal Regulations (CFR) (34 C.F.R. § 602.22). The SACSCOC Substantive Change Policy and Procedures (Resource 3.6.2 below) contains the specific actions or changes that constitute substantive change.
 - 1.1.2. Additionally, CHE maintains policies regarding substantive changes requiring review and/or notification and/or approval. These are applicable to Clemson University as a South Carolina public institution of higher education.
 - 1.1.3. It is required that the substantive change policy is accessible to the University community.
- 1.2. The purpose of this substantive change policy is to:
 - 1.2.1. Ensure that the University complies with the SACSCOC substantive change policy;
 - 1.2.2. Ensure that the University complies with current South Carolina Commission on Higher Education (CHE) substantive change policies; and
 - 1.2.3. Reduce enterprise risk and enhance operational excellence and institutional integrity by ensuring that the University appropriately identifies, transacts, documents, and reports programmatic, contractual, and institution-level changes.

2. SCOPE

This policy applies to all University employees.

3. DEFINITIONS

- 3.1. Substantive Change: “A significant modification or expansion of the nature and scope of an accredited institution.” (SACSCOC Substantive Change Policy and Procedures, p. 2)
 - 3.1.1. The CFR contains a description of specific changes (34 C.F.R. § 602.22(a)(2)(i-x)) that must be comprised by SACSCOC’s types of substantive change.

4. POLICY STATEMENT

- 4.1. Any University employee seeking a possible substantive change, as defined in this policy, is responsible for ensuring that the University Accreditation Liaison is notified of such substantive change to ensure all required procedures are followed.
- 4.2. If an employee believes a possible substantive change has been implemented without prior notification the employee should inform the University Accreditation Liaison.

4.3. PROCESS



- 4.3.1. Interpretations of this policy, as well as SACSCOC and CHE policies, regarding substantive change should be directed to the [University's Accreditation Liaison](#), who is appointed by the University President.
 - 4.3.1.1. Upon recommendation of the Executive Vice President of Academic Affairs and Provost ("Provost"), the University President will adjudicate appeals regarding interpretation of CHE or SACSCOC substantive change policies by the SACSCOC Accreditation Liaison.
- 4.3.2. The University Accreditation Liaison reviews changes and determines if they are substantive or if any actions are required to remain in compliance with CHE and SACSCOC.
 - 4.3.2.1. The processes to determine the receipt, review, and determination of changes are created and maintained at the discretion of the Accreditation Liaison and/or Provost.
 - 4.3.2.2. Proposed changes to academic degree and certificate programs, including, but not limited to, creation, closure, and reopening are required to be made through the University's established formal curriculum system(s).
 - 4.3.2.3. Other common changes that must be forwarded to the University's Accreditation Liaison for review prior to implementation include:
 - 4.3.2.3.1. changes in program instructional site locations, program method-of-delivery, and/or the level/amount of a method-of-delivery;
 - 4.3.2.3.2. the creation or modification of academic agreements (this includes, but is not limited to, entering into dual enrollment arrangements with local school districts, student and credit transfer agreements, and articulation agreements);
 - 4.3.2.3.3. forming, closing, or modifications to centers and institutes; changes to the University's General Education requirements or curriculum, which is considered an academic program for the purpose of SACSCOC substantive change;
 - 4.3.2.3.4. implementing competency-based or direct assessment-based programs;
 - 4.3.2.3.5. implementing dual or joint academic programs and awards;
 - 4.3.2.3.6. modifying the definition of credit hours or the relationship between clock hours and credit hours;
 - 4.3.2.3.7. changing the mission or objectives of the University and/or its programs.
- 4.3.3. The Provost is responsible for ensuring a historical record of substantive changes under SACSCOC policy is maintained.
 - 4.3.3.1. The University Accreditation Liaison maintains relevant signature authority to carry out their duties as articulated in Clemson University's Signature Authority Policy.



4.4. VIOLATIONS

- 4.4.1. A violation of this policy and/or SACSOC/CHE substantive change requirements may result in adverse consequences to the University including, but not limited to: delays in implementing new programs or site locations, program modifications, and academic agreements; loss of accreditation; probationary accreditation status; monitoring status; process or status change restrictions; loss of Title IV federal funding; and financial penalties/reimbursement owed to the US Department of Education.
- 4.4.2. The University Accreditation Liaison is responsible for notifying CHE and/or SACSCOC of unreported change in accordance with these organizations' policies.
- 4.4.3. The University President is responsible for ensuring that deficiencies regarding compliance with SACSCOC and CHE substantive change policies are rectified.

4.5. EXCEPTIONS

Exceptions and exclusions are determined at the discretion of Accreditation Liaison and Provost.

4.6. EXTERNAL POLICY CHANGES

This policy may be subject to change without notice in response to CHE, SACSCOC, and/or U.S. Department of Education policy or regulatory revisions.

5. ADDITIONAL RESOURCES

- 5.1. [Clemson University Contract Signature Authority Policy](#)
- 5.2. [CHE Academic Policies](#)
- 5.3. [SACSCOC Substantive Change Policy and Procedures](#)
- 5.4. [34 C.F.R. 602.22](#)
- 5.5. Processes and Procedures can be found on the [Office of Institutional Effectiveness' Website](#).

6. RESPONSIBLE OFFICE

- 6.1. Office of Academic Affairs and Provost
 - 6.1.1. The Office Institutional Effectiveness, 864-656-4592

7. PUBLISHED LOCATION: [The Office of Institutional Effectiveness' Website](#)

8. APPROVAL & REVISION HISTORY

- 8.1. President Approval: September 26, 2022
- 8.2. Last Date of Revision: September 26, 2022
- 8.3. Originally Issued: September 26, 2022