14.2 Substantive change

The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy.

Compliance Judgment: In Compliance

Rationale

Substantive change policy. As a member institution of the University of South Carolina System, USC Aiken complies with system policy ACAF-2.00 [1] that pertains to creation and revisions to academic programs, and system policy ACAF-2.11[2] that pertains to substantive change. Policy ACAF-2.11 is a comprehensive policy that covers myriad substantive changes including:

- Initiating coursework or programs at a more advanced level than currently approved;
- Initiating a branch campus;
- Altering significantly the educational mission of the institution;
- Initiating a merger or consolidation with another institution;
- Relocating a main or branch campus;
- Changing governance, ownership, control, or legal status of an institution;
- Changing from clock hours to credit hours;
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing;
- Closing a branch campus or an institution;
- Expanding program offerings at current degree level;
- Initiating joint degrees with another institution;
- Initiating a certificate program at employer's request and on short notice;
- Initiating other certificate programs;
- Initiating off-campus sites;

- Expanding program offerings at previously approved off-campus sites;

- Relocating an off-campus instructional site;

- Initiating online programs or other programs where the faculty and students are not in the same location that are significantly different from current online offerings;

- Initiating degree completion programs;

- Initiating programs or courses offered through contractual agreement or consortium;

- Entering into a contract with an entity not certified to participate in USDOE Title IV programs;

- Acquiring any program or site from another institution;

- Altering the length of a program significantly; and

- Closing a program or approved off-campus site.

Procedure. The creation of new or substantive revision of existing academic programs at USC Aiken involves four steps. First, a complete draft program proposal is developed by the academic unit, dean, or Library Director in consultation with the following USC Aiken officers who will be asked to comment on the campus resources needed to support the program:

- Executive Vice Chancellor for Academic Affairs and Provost
- Vice Chancellor for Information Technology
- Associate Vice Chancellor for Enrollment Management
- Senior University Facilities Executive
- Vice Chancellor for Finance and Administration

Second, the complete draft program proposal is reviewed and approved by the following USC Aiken committees prior to distribution to the USC system and S.C. Commission on Higher Education reviewers:

- College of Sciences and Engineering or College of Arts, Humanities, and Social Sciences Coordinating Council (if appropriate)

- Academic Council
- University Planning Committee
- Courses and Curricula Committee or Graduate Advisory Council
- Faculty Assembly

Third, a proposal that has been reviewed and approved by the faculty governance structure at USC Aiken is reviewed and approved by the Chancellor before being sent to the President, Board of Trustees, and the S.C. Commission on Higher Education, as specified in ACAF 2.00, Sections I.B.3.b and I.B.3.

Finally, the USC Aiken Provost and Executive Vice Chancellor for Academic Affairs works with the SACSCOC Liaison to prepare letters of notification or, if required, a prospectus. The USC Aiken Provost and Executive Vice Chancellor for Academic Affairs is responsible for submitting proposals to SACSCOC for approval of new academic programs and substantive changes to academic programs six months before implementation.

Publication and dissemination of policies and procedures. The current relevant policies were last modified and approved by the Provost in March of 2015. They are publically accessible via the USC System Policy and Procedures website.[3] The procedures are also published in the Faculty Manual.[4]

Evidence of compliance with policies and procedures. Table 14.2 presents all current academic programs offerings, including sites and delivery modes, and programs that were in place at the time of University of South Carolina Aiken's last reaffirmation of accreditation. Links are provided to documentation of all changes to program offerings over the past ten years. In addition, notifications to SACSCOC regarding a new mission statement and an emergency relocation of instruction are included. The documentation demonstrates that the University has notified the Commission of all changes in accordance with the substantive change policy.

Table 14.2 Changes in Programs of Study since Last Accreditation

(links to substantive change determination documentation)

Programs of Study (2010-11)	Programs of Study (2020-21)
	BA (Art) [5]
BA (Biology)	BA (Biology)
	BA (Chemistry) [6]
BA (Communications)	BA (Communication)
	BA (Communication) *online completion program* [7]
	BA (Communication and Digital Arts) [8]
BA (English)	BA (English)
BA (Fine Arts)	BA (Fine Arts)
BA (History)	BA (History)
	BA (Music) [9]
BA (Music Education) [10]	
BA (Political Science)	BA (Political Science)
BA (Psychology) [11]	
BA (Sociology)	BA (Sociology)
BA in Education (Early Childhood Education)	BA in Education (Early Childhood Education)
BA in Education (Early Childhood Education) *completion program – Salkehatchie campus*	BA in Education (Early Childhood Education) *completion program – Salkehatchie campus*
	BA in Education (Early Childhood Education) *completion program – Sumter campus* [12]
BA in Education (Elementary Education)	BA in Education (Elementary Education)
	BA in Education (Elementary Education) *completion program – Salkehatchie campus* [13]
	BA in Education (Elementary Education) *completion program – Sumter campus* [14]
BA in Education (Middle Level Education)	BA in Education (Middle Level Education)

Programs of Study (2010-11)	Programs of Study (2020-21)
BA in Education (Secondary Education)	BA in Education (Secondary Education)
BA in Interdisciplinary Studies (Interdisciplinary Studies)	BA in Interdisciplinary Studies (Interdisciplinary Studies)
BA in Special Education (Special Education)	BA in Special Education (Special Education)
	BA in Special Education (Special Education) online completion program [15]
	BFA (Professional or Creative Writing) [16]
	BS (Applied Computer Science) [17]
	BS (Applied Computer Science) online completion program [18]
	BS (Applied Mathematics) [19]
BS (Biology)	BS (Biology)
BS (Chemistry)	BS (Chemistry)
	BS (Clinical Laboratory Science) [20]
	BS (Earth Systems Science) [21]
BS (Exercise and Sports Science)	BS (Exercise and Sports Science)
BS (Industrial Mathematics) [22]	
	BS (Industrial Process Engineering) [23]
BS (Math and Computer Science) [24]	
BS (Psychology)	BS (Psychology)
	BS (Psychology) online completion program [25]
BS in Business Administration (Business Administration)	BS in Business Administration (Business Administration)
BS in Business Administration (Business Administration) completion program – Sumter campus	BS in Business Administration (Business Administration) completion program – Sumter campus
	BS in Business Administration (Business Administration) online completion program [26]
BS in Education (Secondary Education)	BS in Education (Secondary Education)
BS in Interdisciplinary Studies (Interdisciplinary Studies)	BS in Interdisciplinary Studies (Interdisciplinary Studies)
BS in Nursing (Nursing)	BS in Nursing (Nursing)

Programs of Study (2010-11)	Programs of Study (2020-21)
BS in Nursing (RN-BSN) *online completion program*	BS in Nursing (RN-BSN) *online completion program*
	BS in Nursing (Nursing) *Sumter campus* [27]
	BS in Nursing (Nursing) *Union campus* [28]
	MBA (Business Administration) *online program* [29]
MEd (Educational Technology) *online joint program with USC Columbia*	MEd (Educational Technology) *online joint program with USC Columbia*
	MEd (Educator Leadership) Online program [30]
MS (Applied Clinical Psychology)	MS (Applied Clinical Psychology)
Other types of Substantive Change	
	New Mission Statement [31]
	Emergency Relocation of Instruction (Covid-19) [32]

Supporting Documentation

1. ACAF-2.00 - Creation and Revision of Academic Programs Policy

2. ACAF-2.11 - Substantive Change Policy

3. University of South Carolina System Policy & Procedure Website

4. University of South Carolina Aiken Faculty Manual: Changes to Academic Programs and Approval Process for New Academic Programs

5. BA (Art): New program

6. BA (Chemistry): New program

7. BA (Communication): New online completion program

8. BA (Communication and Digital Arts): New program

9. BA (Music): New program

10. BA (Music Education): Program termination

11. BA (Psychology): Program termination

12. BA in Education (Early Childhood Education): New Sumter campus completion program

13.   BA in Education (Elementary Education): New Salkehatchie campus completion program

14.   BA in Education (Elementary Education): New Sumter campus program

15.   BA in Special Education (Special Education): New online completion program

16.   BFA (Professional or Creative Writing): New program

17.   BS (Applied Computer Science): New program

18.   BS (Applied Computer Science): New online completion program

19.   BS (Applied Mathematics): New program

20.   BS (Clinical Laboratory Science): New program

21.   BS (Earth Systems Science): New program

22.   BS (Industrial Mathematics): Program termination

23.   BS (Industrial Process Engineering): New program

24.   BS (Math and Computer Science): Program termination

25.   BS (Psychology): New online completion program

26.   BS in Business Administration (Business Administration): New online completion program

27.   BS in Nursing (Nursing): New Sumter campus program

28.   BS in Nursing (Nursing): New Union campus program

29.   MBA (Business Administration): New online program

30.   MEd (Educator Leadership): New online program

31.   New Mission Statement

32.   Emergency Relocation of Instruction due to Covid-19