

# Substantive Change Cover Sheet

Submit to SACSCOC,  
Substantive Change, 1866  
Southern Lane, Decatur, GA  
30033. One copy only;  
electronic media preferred.  
Do not email submissions  
or send copies to staff.


**Note:**

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

## INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)	CITY + STATE/PROVINCE
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## SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input type="radio"/> No
2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction?	<input type="radio"/> Yes	<input type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input type="radio"/> No
If ANY are "Yes" the institution is on <b>SUBSTANTIVE CHANGE RESTRICTION</b> . Additional and/or different requirements may apply; consult policy.		

## SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY)	SUBMISSION DATE
SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)	INTENDED IMPLEMENTATION

### OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory*

1.	
2.	
3.	
4.	
5.	There are more than 5 sites in this submission → <input type="radio"/>

### PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.*

1.	
2.	
3.	
4.	
5.	There are more than 5 programs in submission → <input type="radio"/>

SUBMITTED	FOR OFFICE USE
I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.	
SUBMITTING LIAISON or CEO NAME	EMAIL ADDRESS

Revised 04/07/2023

[Check for current version](#)



Office of the Executive Vice President for  
Academic Affairs and Provost

May 8, 2024

Dr. Kevin Sightler, Director of Substantive Change  
Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033-4097

Dear Dr. Sightler:

This letter serves as notification to the Southern Association of Colleges and School Commission on Colleges of new dual degree programs with Vlerick Business School in Ghent, Belgium undertaken by the Darla Moore School of Business. The University of South Carolina, in partnership with Vlerick Business School, will offer a dual graduate degree, effective Fall 2024.

Contact information for all parties to the agreement is listed as follows:

*For University of South Carolina*

Michael Amiridis  
President  
University of South Carolina – Columbia  
206 Osborne Administration Building  
Columbia, SC 29208

*For University in Ghent, Belgium*

Marion Debruyne  
Dean  
Vlerick Business School  
Reep 1  
9000 Ghent - Belgium

The University of South Carolina will welcome Vlerick Business School's students enrolling in the following eligible programs: Masters in Financial Management, Masters in Innovation and Entrepreneurship, Masters in General Management: Business Analytics & Artificial Intelligence, Masters in Marketing and Digital Transformation, Masters in General Management, Masters in International Management and Strategy. Upon completion of the program, students will earn a Master of International Business from the University of South Carolina.

Students must meet the degree requirements of each institution and each institution will award separate degrees. No changes are being made to the curriculum, admissions, or other



university policies. This degree has been approved by the University of South Carolina Board of Trustees and the South Carolina Commission on Higher Education.

The University of South Carolina is accredited by the Southern Associate of Colleges and Schools Commission on Colleges to award master's degrees. Our dual degree partners in Ghent, Belgium and Barcelona, Spain are not accredited by SACS Commission on Colleges and the accreditation of University of South Carolina does not extend to or include Vlerick Business School or its students. Further, although the University of South Carolina agrees to accept certain coursework from Vlerick Business School to be applied toward an award from University of South Carolina, that coursework may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from University of South Carolina. The decision to accept coursework in transfer from any institution is made by the institution considering the acceptance of credits or coursework.

We do not anticipate any new costs associated with this dual degree program. The signed Memorandum of Understanding and contact information for the program representative at Vlerick Business School is attached.

Please let us know if you have any questions regarding this notification.

Sincerely,

A handwritten signature in blue ink that reads "Donna K. Arnett".

Donna Arnett  
Executive Vice President for Academic Affairs and Provost

DA/TH:jp

cc:

Trena Houp, Executive Director of Academic Program Planning and Decision Support  
Donald Miles, Executive Director of Institutional Research, Assessment and Analytics

[OGC File Code: Student Exchange Agreements]  
[Date Received by Office of General Counsel: \_\_\_\_\_ . Assigned Contract ID #: 77700]

UNIVERSITY OF SOUTH CAROLINA OFFICE OF GENERAL COUNSEL  
CONTRACT APPROVAL REQUEST FORM

This form must be completed in its entirety or it will be returned to the requesting party. Two copies of the completed form, along with not less than two copies of the proposed contract, should be submitted to the Office of General Counsel, which is located in Room 109, Osborne Administration Building, for review. Please allow 14 days for contracts to be processed and signed; however, contracts with a cost/value of \$650,000 or more cannot be processed for signature until approved by the Board of Trustees at a regularly scheduled meeting. The Office of General Counsel is available to assist you if you have questions. Office phone: 803-777-7854

NOV - 8 2023

I. USC PARTY REQUESTING CONTRACT APPROVAL

Name of College/Department/Unit: Darla Moore School of Business, Office of International Activ  
Contact Person: Amanda Birkenhauer Title: Director, Business Study Abroad  
Address/Office Location: 1014 Greene Street, Columbia, SC 29208  
Phone Number: 803-777-2969 Email Address: Amanda.birkenhauer@moore.sc.edu

RECEIVED  
NOV 10 2023  
USC Board of Trustees  
Secretary

II. CONTRACTOR/VENDOR

Company Name: Vlerick Business School  
Company Address: Vlerick Business School, Reep 1 9000 Ghent, Belgium  
Contact Person: Giovanni Delaere-MacLean Title: International Office Coordinator  
Phone Number: +32 9 210 97 11 Email Address: giovanni.delaeremaclean@vlerick.com

III. CONTRACT TERMS

Start Date: 8/1/2023 End Date: 7/31/2028  
If this is a Contract Amendment/Renewal/Extension, Insert Original Contract #: \_\_\_\_\_  
Contract Cost/Value (expenditure or revenue):

- Annual Cost/Value: \_\_\_\_\_
- Maximum Cost/Value Over Full Term of Contract: \_\_\_\_\_

Description of Services: Dual Degree Agreements are effectively revenue neutral to the university. The financial gain from the inflowing students is offset by financial loss from the corresponding

IV. CONTRACT CHECKLIST/CONFIRMATION - Requesting party confirms the following (check each box):

- Procurement:** USC Purchasing Office has been consulted regarding the purchase of goods and services being acquired and has confirmed that all applicable procurement rules and regulations have been followed.
- Software:** If contract is for the purchase or license of software, the USC Division of Information Technology has been consulted and has approved the use of the software.
- Conflict of Interest:** Requesting Party has disclosed to USC any conflict of interest regarding contractor/vendor in accordance with USC Policy BTRU 1.18, Conflict of Interest.



**Comments by Requesting Party:** Please provide any information you wish Office of General Counsel to be aware of or consider in its review of the contract: \_\_\_\_\_

\_\_\_\_\_

**V. CERTIFICATION OF REQUESTING PARTY**

I have read this contract in its entirety and recommend its approval by the University of South Carolina. I certify that all provisions in this contract are acceptable. I further certify that the budget for which I am responsible has sufficient funds to pay the costs associated with this contract.

**Division Head/Director/Dean/Vice President:**

Marc Van Essen

Name

David Cardenas

Signature



9/18/2023

Date

11/1/23

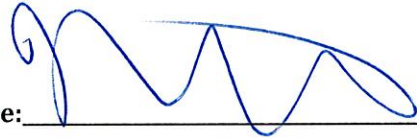
**VI. CONTRACT REVIEW AND APPROVAL**

**Office of General Counsel:**

Attorney Name:

Henry White

Signature:



Date:

11-9-23

**Board of Trustees (if applicable):**

Governance Committee: Date: \_\_\_\_\_ Full Board of Trustees: Date: \_\_\_\_\_

**Note:** Approval by Office of General Counsel confirms that this contract is not objectionable on legal grounds. Responsibility for business terms rests solely with the requesting party.

**MEMORANDUM OF UNDERSTANDING**

**AND**

**COOPERATION AGREEMENT**

**DUAL (REFERRED TO AS DOUBLE) DEGREE PROGRAM**

**BETWEEN**

**VLERICK BUSINESS SCHOOL  
BELGIUM**

**AND**

**UNIVERSITY OF SOUTH CAROLINA  
DARLA MOORE SCHOOL OF BUSINESS  
COLUMBIA, SC USA**

## **1. Objectives and Definitions**

The goal of this Memorandum of Understanding is to establish a dual (double) degree course of study between Vlerick Business School (hereafter referred to as Vlerick) and the Darla Moore School of Business, University of South Carolina (hereafter referred to as South Carolina). For purposes of the agreement, the institutions have agreed to refer to the course of study as a “double degree program”, which recognizes that two distinct degrees, one given by each institution, are components of the program. Each institution confers its own degree for work done to meet the graduation requirements for the specific degree of that institution.

This agreement shall facilitate opportunities for highly qualified students from both institutions to further enhance their business competence, cultural and social skills. Furthermore, it is meant as a unique opportunity for students to study from a truly international perspective and thus enhance their possibilities in the international labor market.

In this agreement “home institution” refers to the institution at which a student is initially accepted and “host institution” to the institution which has agreed to receive a double degree student. “Vlerick” student applies to students who are initially accepted in a Vlerick masters programme, “South Carolina student” to students initially accepted in the Master of International Business at the Moore School and “Double degree student” corresponds to a student participating in the double degree program.

## **2. Curriculum**

### **2.1 General Principles**

Each academic institution will welcome the partner institution's students enrolling in the:

- Masters in Financial Management, Masters in Innovation and Entrepreneurship, Masters in General Management: Business Analytics & Artificial Intelligence, Masters in Marketing and Digital Transformation, Masters in General Management, Masters in International Management and Strategy at Vlerick, and
- Master of International Business (MIB) at South Carolina,

with a view to awarding a degree to the students of the partner institution meeting the requirements set out in this agreement.

The intended length of study for the double degree program shall be two years. Double degree students will study at their home institution for the first academic year and then study at the host institution for their second academic year.

The program requirements for each degree must be fulfilled. Each institution will be the sole judge of whether a student has completed the requirement for the degree that it awards. Each institution may change the requirements for their degree according to their own governance process and give

notification to the partner institution. If a student does not meet the requirements of the host institution's degree, the home institution reserves the right to award its own degree to the student.

At Vlerick, the Director of Masters programmes approves applications for graduation upon completion of the Masters Programmes.

At South Carolina, the Dean of the Graduate School approves applications for graduation upon completion of the MIB degree requirements.

## 2.2. Recognition of course work and credit transfer

Recognition of coursework will be based on the transcripts of records provided by each partner institution. By participating in the double degree program, students allow the Registrar to release their transcripts.

Double degree students will be required to complete at Vlerick sixty (60) ECTS and at South Carolina thirty (30) credit hours (1 credit hour equal to 2 ECTS). Each institution will determine if, and the amount of credit hours or ECTS that may be transferred towards its degree.

## 3. Selection and Admission of Students

A maximum number of five (5) Vlerick students and five (5) South Carolina students will be admitted to the double degree program in the beginning of the program, and annually thereafter. The total number of students may vary from year to year with the exact number to be determined by mutual agreement of the program directors of Vlerick and South Carolina. The numbers needed to maintain an exchange balance may also be modified by mutual agreement.

In terms of submitting official student numbers to ranking and/or accreditation bodies (e.g. FT Ranking, QS Ranking), each home institution will count the double degree students only once. More specifically in the academic year they are graduating from the respective home institution.

Each home institution will be responsible for selecting their participating students. Each home institution will nominate students to the host institution. The host institution shall make the final admission decision regarding those nominated to their degree program based upon the existing admission criteria of the host institution.

Candidates for the two degrees will be evaluated on the strength of their application and supporting documents, including GMAT, GRE or other comparable academic admissions examinations. Students must meet the admission criteria of both institutions to complete the double degree course of study.

Vlerick students must meet the standard English Language requirements for overseas non-native speakers at the time of admission. Applicants to South Carolina are required to achieve a TOEFL score of at least iBT 100 or 600 paper-based. The South Carolina MIB admissions committee will also consider alternative language proficiency testing including the International English Language Testing System (IELTS), Test of English for International Communication (TOEIC),



PTE Academic Test. An applicant must score at least a 7.0 on the IELTS, 800 on the TOEIC, at least a 64 on the PTE.

A Vlerick student whose native language is not English, but has graduated from or is attending a degree program from a U.S. institution or a program where the instructional language is English, and is certified by a written confirmation from the applicant's home university International Office, may be waived from the language requirement. Students meeting the English Language qualification as noted above may also be waived from the ENFS testing at South Carolina.

#### **4. Rules and Regulations**

Students from each institution studying at the host institution under the double degree agreement shall be subject to the same rights and privileges as well as rules and regulations as local students. Double degree students will be enrolled at the host institution for the time spent there. The rules and regulations of the host institution apply during the time spent there.

#### **5. Financial Issues**

The partner institutions agree to the principle that double degree students will pay tuition only to their home institution. Vlerick students attending South Carolina are not subject to application, transcript, and matriculation fees, but they are subject to the International Exchange fee (currently \$200). Any additional South Carolina-required fees will be included in the factsheet distributed annually to partner institutions. South Carolina students attending Vlerick are subject to the International Exchange fees (currently €100).

All students must have and maintain adequate medical and accident insurance. Vlerick students at South Carolina are required to purchase the University of South Carolina health insurance policy or provide proof of comparable coverage. Students from South Carolina at Vlerick must have a medical insurance policy with sufficient coverage (medical care due to illness, hospitalization, repatriation, accidents and damages to third parties). Such insurance is needed for the entire duration of their exchange, commencing from their departure from the home country until their subsequent return. South Carolina students must purchase overseas emergency medical insurance procured through South Carolina Study Abroad Office.

Students are responsible for the costs of travelling, books and educational supplies, transportation, accommodation, living expenses and any other expenses incurred during the course of their stay.

South Carolina will facilitate access to graduate student housing for participants in this dual degree but cannot guarantee on-campus housing availability. Student participants will pay for the cost of accommodation during their participation in the exchange. Student participants who remain in their accommodation during vacation periods are responsible for any additional cost incurred. Vlerick does not provide on-campus housing but will provide assistance in locating suitable accommodations. The cost of accommodation is the responsibility of the student.

#### **6. Program and Quality Management**

Both institutions agree to provide the necessary means, resources and prerequisites to implement and operate the double degree program. Each institution will nominate a program coordinator to ensure that the double degree program will be managed according to the terms and conditions of this agreement.

The partner institutions shall provide support services assisting the incoming double degree students in academic, administrative, organizational, socio-cultural issues, and mental health support on campus. Each institution will do its best to help participating students from the partner institution to find suitable accommodation. However, neither institution is responsible for finding accommodation for the double degree students.

Full information should be provided to the host institution on the courses that participants have taken at their home institution in order to coordinate the course choice at the host institution. Transcripts and records of the academic performance of each double degree student will be provided at the end of each semester.

Both institutions will promote the double degree program in an appropriate way. Therefore, each institution authorizes the partner institution to use its name and logo for purposes related exclusively to the double degree program.

The double degree program shall be reviewed yearly by both program coordinators. Evaluations by double degree students shall be part of this process.

#### **7. Career Services**

Full-access to Career Services of the two partner schools will be granted to participating students of the program.

#### **8. Alumni**

Participating students will be granted Alumni status at each partner school upon graduation from their respective program.

#### **9. Confidential Information and Data Protection**

Each institution remains exclusively and fully responsible for Personal Data processing performed on its own behalf. The partner institutions shall respect their obligations pursuant to national law and, insofar as the students concerned are located on European Union territory, the Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (General Data Protection Regulation).

The students concerned must have the right of access, rectification, erasure and portability of their personal data. They must also have the right to object to or to limit the processing of their personal data and the right to issue directives regarding the fate of their data after their death.

These rights may be exercised at any time simply by contacting the Data Protection Officers (DPOs) of the institutions concerned:

- For VLERICK: [GDPR@vlerick.com](mailto:GDPR@vlerick.com)
- For South Carolina: [privacy.officer@sc.edu](mailto:privacy.officer@sc.edu)

The partner institutions shall communicate to each other any rectification or erasure request that affects the personal data of students.

The personal data of students necessary for permitting performance of this agreement is transmitted by each institution to the other, with the latter ensuring that the said personal data is retained solely for the period required for performance of this agreement or to comply with a legal or regulatory obligation and that the personal data is not subject to any subsequent processing not expressly authorized by the student concerned or the other institution, in accordance with applicable laws and regulations. The personal data of students is not transmitted to third parties outside the scope of this agreement and is not used for direct marketing purposes, except with the prior express consent of the students concerned.

The partner institutions shall both take all appropriate measures to ensure the security and confidentiality of the Personal Data of Students that is processed.

Since South Carolina is located outside of the European Union, in a country whose personal data protection legislation differs from that of the European Union, stringent physical, organizational, procedural, and technical and personnel measures shall be applied to ensure the security and confidentiality of personal data of the Vlerick students concerned.

## 10. Modifications

Vlerick and South Carolina agree to the full and complete performance of the mutual covenants contained herein.

Any amendment or modification to the present text shall be submitted for review to the competent authorities and shall not become binding unless reduced to writing and signed by the legal representatives of both parties. Changes to the double degree program must not affect students already enrolled, unless the changes are advantageous to the students.

Neither party to this Agreement shall have the right to assign any duty or responsibility arising hereunder without the written consent of the other party.

## 11. Terms

This Agreement shall take effect on August 1, 2023 and shall be for a period of five (5) years terminating on July 31, 2028. This Agreement may be renewable on the same terms and conditions for another five (5) years, with written agreement signed by representatives of both parties.

This Agreement may be terminated upon twelve (12) months written notice by either party; provided that the student participants current in the program are allowed to continue through the conclusion of the academic year then in progress under the terms agreed upon prior to the termination of this Agreement.

For conditions of the double degree program not covered by this agreement, or for problems that arise during the course of the program, both parties agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions amicably and in good faith.

### 13. Force Majeure

Neither partner institution shall be liable for failure to perform its obligations under this agreement if such failure results from circumstances which could not have been contemplated and which are beyond the partner institution's reasonable control.

### 14. Intellectual Property

The parties convene that this Agreement does not grant Vlerick or South Carolina any license of use or rights over the intellectual property of the other party. The use of trademarks and/or denominations representative of either party are strictly prohibited without the owner's written consent.

### 15. Accreditation Disclaimer Statement

The University of South Carolina is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelors, Masters and Doctoral degrees. Vlerick is not accredited by SACS Commission on Colleges and the accreditation of the University of South Carolina does not extend to or include Vlerick or its students. Further, although the University of South Carolina agrees to accept certain course work from Vlerick to be applied toward an award from the University of South Carolina, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from the University of South Carolina. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work.

### 16. Official Text

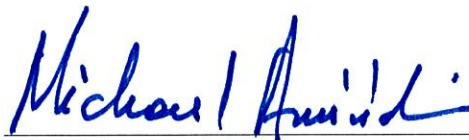
This Agreement is written in English only.

Signatures



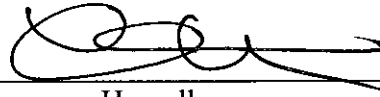
Marion Debruyne  
Dean, Vlerick Business School

Date: 13 September 2023



Michael D. Amiridis  
President, University of South Carolina

Date: NOV 09 2023



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Cameron Howell  
Board Secretary, University of South  
Carolina

Date: NOV 09 2023