**Substantive Change Request Form**

**REQUEST FORM**

*Effective* *Date: July 1, 2023*

**Institutional Closures**

**Tier IV**

An institutional closure is when the institution plans to close the institution and cease operations entirely. In a planned institutional closure, the institution will cease to exist as a separate accredited educational entity, and upon the date of closure, the institution will no longer operate. The institution's accreditation will cease on the date of closure. The institution will be legally dissolved in accordance with applicable legal and regulatory requirements.

**Review and Organize**

* Read the [Substantive Change Policy](https://www.msche.org/policies-guidelines/?title-search=substantive+change&type=), [Substantive Change Procedures](https://www.msche.org/policies-guidelines/?title-search=substantive+change&type=), [Substantive Change Guidelines](https://www.msche.org/policies-guidelines/?title-search=substantive+change&type=) before completing the request form. This request form aligns with the Substantive Change Procedures effective July 1, 2023.
* Organize analysis and evidence sufficient for review. Several questions on this form contain "examples of evidence." All of the examples are not required.
* Supply evidence that directly relates to the proposed change and provides sufficient information for the peer review process.
* This substantive change request requires that a teach-out plan and teach-out agreements are submitted in conjunction with the substantive change request. Review the Commission's [*Teach-Out Plans and Agreements Policy and Procedures*.](file:///C:/Users/CarmellaSmith/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/XT4WRS4A/Review%20the%20Commission’s%20Teach-Out%20Plans%20and%20Agreements%20Policy%20and%20Procedures%20https:/www.msche.org/policies-guidelines/)

**Complete**

* Answer all questions with succinct and detailed information; for questions that do not apply, note "N/A" in the provided response sections.
* The substantive change **request form, including attachments, should not exceed 100 pages**. Do not include attachments that have not been referred to in the request. All attachments should be labeled appropriately. The form and the attachments should be combined into a single bookmarked PDF document.
* The teach-out plans and agreements form must also be completed, and all questions answered for a closing institution. The form and the attachments should be combined into a single bookmarked PDF document.

**Submit**

* Submit the substantive change request form in the MSCHE Institution Portal. See Instructions at [www.msche.org/substantive-change/](http://www.msche.org/substantive-change/)
* Submit the teach-out plan and teach-out agreements as **a single** bookmarked PDF file into the appropriate teach-out review in the MSCHE Institution Portal.

**Date Submitted:** Click or tap to enter a date.

**Institution:** Click or tap here to enter text.

**City, State:** Click or tap here to enter text.

Section A: Substantive Change Request

Answer each question.

1. **Describe the circumstances regarding the institutional closure.**

Click or tap here to enter text.

1. **Anticipated Date of Closure (projected final date of operations):**

The institution should indicate an anticipated date of closure, which is the date that instruction and operations will cease, transfers will be complete, and accreditation will cease.

Click or tap to enter a date.

*When an institution is closing, the Commission, in its sole discretion, will fix the effective date that accreditation will cease. The Commission will consider the date the institution indicates; however, the date that accreditation will cease depends on many factors, including the institution's capacity to continue instruction, the institution's accreditation status, and the status of teach-out activities to assist students. This date should align with other key dates, such as the end date of the teach-out period (see #3). The end date of the teach-out period will not extend beyond the date of closure, and the closing institution should complete all teach-out activities, including transfers. The date of closure will not extend beyond the date that an institution holds legal authorization or degree-granting authority. The institution cannot award degrees after the date of closure.*

1. **Teach-Out Plan and Agreements**:

A teach-out plan and teach-out agreements must be submitted in conjunction with a request for a planned institutional closure in accordance with the Commission’s *Teach-Out Plans and Agreements Policy and Procedures*. The [Teach-out Plans and Agreements Form](https://msche.box.com/shared/static/ko73ne1h2sdvaooxtlv9dozmuh1mbzm6.docx) **must be completed** and **uploaded into a separate Teach-Out review in** the MSCHE Institution portal at the same time as the substantive change.

1. **Disposition of Assets and Facilities**:
   1. Describe how the educational entity will be dissolved. Include a description of any legal requirements for dissolving the institution.

**Click or tap here to enter text.**

\*Be sure to provide documentation of approvals for closure, including state, federal, or any other requirements in section C.

* 1. Describe how educational assets will be distributed.

**Click or tap here to enter text.**

* 1. Describe how financial assets, including facilities, will be distributed.

**Click or tap here to enter text.**

* 1. Provide documentation that arrangements for the return of state and/or federal funds have been approved by the appropriate agencies, if applicable.

**Click or tap here to enter text.**

1. **Related Entities**.

If this substantive change involves a related entity as defined in the Commission’s *Related Entities Policy and Procedures*, please answer the following questions:

* 1. Describe the institution’s relationship with the related entit(ies) and the entity’s role in the institutional closure.

Click or tap here to enter text.

1. **Title IV Certification**. If the institution participates in Title IV student financial aid programs with the United States Department of Education (USDE), please answer the following questions:
   1. Describe the steps the institution has taken to report the institutional closure to the Office of Student Financial Aid and any requirements related to the discontinuation of the institution’s participation in Title IV programs.

Click or tap here to enter text.

* 1. Attach the institution’s current Eligibility and Certification Approval Report (ECAR).

*The institution must also submit an updated E-CAR to the Commission documenting the USDE approval of the change as soon as it is available. Email the document to* [*substantivechange@msche.org*](mailto:substantivechange@msche.org)*.*

1. Please provide, very briefly, any additional information that may be helpful to the Commission regarding this substantive change.

Click or tap here to enter text.

**Section B: Institutional Standing with Quality Assurance Agencies**

Complete the following table.

|  |  |  |
| --- | --- | --- |
| Institutional Standing Question | Accrediting Agency Status | If **YES**, please indicate:   * Name of the agency * Due date of the next report * Attach a copy of the most recent related action letter |
| Is the institution currently in non-compliance status (e.g., warning, probation, show-cause) or subject to any adverse action with the Commission? | NO  YES |  |
| Has any other accrediting agency asked for follow-up reporting from the institution, including any of its branch campuses, additional locations, or other sites within the last two full academic years, including the current year? | NO  YES |  |
| Is the institution being monitored or reviewed by any federal agency, including the United States Department of Education, or any state agency for any reason (including but not limited to Title IV program responsibilities, heightened cash monitoring), including any of its branch campuses, additional locations, or other sites within the last two full academic years, including current year? | NO  YES |  |

**Section C: Required Approvals for the Substantive Change**

List and **provide written documentation** of all required internal and external approvals required for the proposed substantive change.  The institution must provide written documentation from the entity or agency to demonstrate if no approval is required (e.g. correspondence, regulation, statute). The institution must provide written documentation of all required approvals to the Commission as soon as they are received.  (***Label attachments Board-Approval, State-Agency-Approval, Federal Agency-Approval, etc****.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Approvals | Name of Agency | Obtained? | Date Received/  Date Expected  *If not required, provide documentation* |
| Institutional  (*administration, faculty, committees, governing body*) |  | \*NO  YES |  |
| System |  | NO  YES  N/A |  |
| State |  | NO  YES |  |
| Federal  *(including USDE and any Title IV implications)* |  | NO  YES |  |
| International |  | NO  YES  N/A |  |
| Other Legal, Contractual, or Other Required |  | NO  YES  N/A |  |

*\* The institution must provide, at a minimum, written documentation of all required institutional approvals with the submission of this form.*

**Section D: Checklist and Certifications**

By signing and submitting this *Substantive Change Request Form*, the individual below certifies that:

* The *Substantive Change Policy* *and* *Procedures* have been reviewed.
* The information included in the substantive change request form is accurate at the time of submission.
* The institution will notify the Commission of subsequent, significant developments that could affect the Commission's decision.
* The substantive change request form has been completed in its entirety, and attachments are appropriately labeled to facilitate the review.
* The appropriate individuals at the institution have authorized the submission of this request for review by the Commission.
* The submission maintains student privacy protections (and does not include personally identifiable information in submissions) in accordance with applicable state and federal regulations.
* The institution understands that prior approval of all substantive changes before implementation is required by the Commission.
* The substantive change request does not adversely affect the institution's compliance with the Commission's standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.
* The institution understands that the Commission reserves the right to reject incomplete requests.
* The institution understands that it must provide immediate notification of any outstanding information (for example, a site visit, evidence of appropriate approvals, etc.). The institution's responsibility is to ensure all conditions have been met and that the Commission has received all necessary documentation.
* The institution understands that the Commission may take action in accordance with its *Accreditation Actions Policy and Procedures*.

**The Substantive Change Request Form must be submitted by the institution's Accreditation Liaison Officer (ALO)**

Provide Name, Title, Email, and Phone Number of (ALO) submitting this request:

|  |
| --- |
| Name: **Click or tap here to enter text.**  Title: **Click or tap here to enter text.**  Email: **Click or tap here to enter text.** Phone Number: **Click or tap here to enter text.** |

*Please sign by typing the name of the Accreditation Liaison Officer (ALO) or including an electronic signature of the ALO in the space provided:*

Signature of ALO: **Click or tap here to enter text.**

*Version: 2023-07-01 EFFECTIVE*