**Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Reclassification from Additional Location to Other Instructional Site (OIS)**

**Closure of Additional Location (no teach-out)**

**Closure of Additional Location (no enrollment)**

**Tier I**

An additional location is defined as a domestic or international physical facility or location that is geographically separate from the main campus and within the same ownership structure of the institution, at which the institution will offer at least 50 percent of an educational program that is credit-bearing and/or Title IV eligible. An additional location may be a classroom building, clinic, hospital, hotel, office building, shopping center, high school, church, or any other appropriate type of facility where instruction can take place as long as the 50 percent applies. Please see the *Substantive Change Guidelines* for a more detailed description and examples.

An additional location participates in Title IV programs only through the certification of the main campus. The Commission utilizes the federal definition of additional location in *34 CFR § 600.2* and will conform its designation to match the Secretary of Education’s if it learns its designations diverge in accordance with federal regulation *34 CFR § 602.24(f)(1-3).*

An other instructional site (OIS) is defined as any off-campus site, other than those meeting the definition of a main campus, branch campus, or additional location, at which the institution offers one or more credit-bearing or Title IV eligible courses, including dual enrollment courses at high schools. Sites offering less than 50 percent of an educational program are not defined in Federal regulation.

The Commission requires basic information in this request form to reclassify the additional location to an OIS and close an additional location when no teach-out is required and/or there is no enrollment at the location

A reclassification is when the educational offerings at the location change enough that it must be reclassified to a new category (see definitions of branch campus, additional location, or other instructional site in the Commission’s *Substantive Change Policy and Procedures*). An additional location must be in existence at least 2 years before it may be reclassified to a main campus or branch campus (federal regulation 34 CFR § 600.8)

A closure is when an institution intends to cease instruction entirely at a location and the location will be removed from the institution’s scope of accreditation. If the additional location has been inactive for three or more years, the institution should submit a substantive change request to officially close it. If a location closes that offers 100 percent of a program, the Commission will require a teach-out plan describing how any students remaining in the program will be accommodated in accordance with the Commission’s *Teach-Out Plans and Agreements Policy and Procedures* and federal regulation 34 CFR § 602.24(c)(1)(iii).

**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.

**Complete**

* Answer all questions with concise and detailed information.
* 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. **Submissions exceeding 100 pages will be returned to the institution for editing and must be resubmitted.**
* All attachments should be labeled appropriately. 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. Instructions at [www.msche.org/substantive-change/](http://www.msche.org/substantive-change/).

**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. Select **sub-type of change**:

Reclassify Additional Location to OIS - (changing the educational offerings at the location so that the location is now classified as an OIS)

Closure of Additional Location (no teach-out) – (when an institution intends to cease instruction entirely at an existing additional location)

Closure of Additional Location (no enrollment) – (when an institution intends to close an additional location that has no enrollment, and the institution has no plans to use the location in the future)

1. **Provide name and full physical address of additional location to close:**

***Note****: The address provided here will be listed in the secure MSCHE portal and on the institution’s statement of accreditation status (SAS). If you participate in Title IV student financial aid programs, you must ensure that you provide the same name and physical address to MSCHE that you will use in the E-Application. The name and address in the MSCHE secure portal must match USDE record*s.

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

1. Describe the **rationale** for the substantive change.

*Include in the narrative: If the location is closing and there is no current enrollment include when instruction ceased at the location and why.*

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

1. **Timeline**: Provide a timeline of the proposed substantive change with critical milestones which include the anticipated datethe additional location will cease all operations or commence to operate as an OIS.

[**Note**: After the Commission acts on this substantive change request and instruction ceases you must go the MSCHE Institution Portal and enter the actual date (Month, day, year) that instruction ceased or no longer operates as an additional location.]

Section B: Compliance with the Commission’s Standards for Accreditation, Requirements of Affiliation, Policies and Procedures, and Applicable Federal Regulatory Requirements

The Commission will only include a substantive change within the institution’s scope of accreditation if the change 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.

1. **Communication (Standard II)****:** Describe how the institution will ensure that the change will be/has been publicized and made known to key institutional stakeholders.

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

1. **Faculty and staff (Standard II and** **III):** Describe faculty and staff employed at the location and how they will be impacted by the closure.

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

1. **Students (Standard IV)****:** With less than 100% of an academic program offered at the location, briefly explain what options or provisions the institution is offering to remaining students in the program(s).  A teach-out plan is not required.

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

**\*\*\*Note if 100% of a program is currently being offered at the additional location, this is the wrong request form****. You must complete the** [**Additional Location Closure (with teach-out)**](https://middlestates-my.sharepoint.com/:w:/g/personal/csmith_msche_org/ESdRUE7CLGRIn4YB3xJCIxsB2gvEGT0xJRfxJAUlAqCRkQ) **form. \*\*\***

1. **Financial (Standard VI)****:**  Describe what the budgetary impacts of the change will be.

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

1. **Related Entities (Standard VII)**. 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 substantive change, particularly in the delivery of any educational program.

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

1. The Commission staff may request that the institution provide the *Related Entities Certification and Disclosures statement* for certain types of substantive changes. Provide the certification statement only upon request.
2. **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. Will the institution apply for certification to participate in Title IV programs or submit a change to the E-App related to this substantive change?

**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 C: Institutional Standing with Accrediting 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 D: 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 E: 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 institution understands it must take into consideration applicable State laws, the Family Educational Rights and Privacy Act (FERPA) and other privacy laws. The institution may redact personal or sensitive information, in accordance with these laws, for submission to the Commission.
* The institution understands that prior approval of all substantive changes before implementation is required by the Commission.
* The institution understands that retroactive approval will not be included within the scope of the institution's accreditation status.
* The institution understands it should not advertise or market the substantive change before the request is submitted.
* 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 or requests that exceed 100 pages.
* The institution understands that it must provide immediate notification of any outstanding information (e.g., 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*