**Substantive Change Prior Approval Request Form**

*Effective* *Date: July 1, 2023*

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**Change in Existing Program's Method of Delivery**

**Tier I**

A change in an existing program’s method of delivery is defined as any change from a traditional, face-to-face delivery method to a new mode of delivery. This applies when the institution will convert an educational program to a new delivery method and will no longer offer the face-to-face option and when the institution will continue to offer both options. For a change in a program to a distance education delivery method, the institution should submit this request form for prior approval when 50 percent or more of the program will be offered through distance education. The 50 percent applies to all of the program requirements of the program including general education and core curriculum courses. The 50 percent applies to courses that are offered in their entirety online (100 percent), although courses utilizing mixed delivery or hybrid methods may be part of the program.

Note: To initiate the institution’s first course or program via an alternative delivery method, the institution will need to submit a substantive change request for No. 4 Alternative Delivery Method. The institution must first obtain approval for that alternative delivery method before it will be included within the institution’s scope of accreditation. Thereafter, the institution will submit changes to existing programs using this form.

**Review and Organize**

* Read the [**Substantive**](https://www.msche.org/policies-guidelines/?title-search=substantive+change&type=)[**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=)[**and 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.”
* Supply evidence that directly relates to the proposed change and provides sufficient information for the peer review process.

**Complete**

* Answer all questions with succinct 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.
* All attachments should be labeled appropriately. The form and the attachments should be combined into one **single bookmarked PDF** document.

**Submit**

* Submit request form in MSCHE Institution Portal. Instructions at [www.msche.org/substantive-change/](http://www.msche.org/substantive-change/). For technical assistance for submitting request forms to the MSCHE portal, please contact [support@msche.org](mailto:support@msche.org).

**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.**

**Accreditation Liaison Officer (ALO) completing the form: Click or tap here to enter text.**

Section A: Substantive Change

Please answer each question.

1. Has the institution had any non-compliance action when the Commission issued or continued (warning, probation, or show cause) in the past three years or is under a provisional certification for participation in Title IV, HEA programs?

Yes **\*No**

**\*If No, DO NOT COMPLETE THIS FORM. Submit a notification to the Commission directly through the Portal at** [**https://msche.force.com/ip**](https://msche.force.com/ip)**. Prior approval is not required.**

**If yes, the Commission has taken any non-compliance actions (including the continuation of a non-compliance action) in the past three years, please provide a brief summary.**

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

**If yes, the institution is under a provisional certification for participation in Title IV, HEA programs, please attach the documentation.**

1. Provide a **brief overview** and **justification** for the proposed change.

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

1. **Program Description:** 
   1. Name of program, including credential level as it appears in the institution’s catalog.

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

* 1. Describe the program.

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

* 1. What is the current method of delivery of the program?

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

* 1. What is the new mode of delivery of the program?

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

* 1. Will you continue to offer the program via both delivery options?

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

* 1. Attach the Curriculum noting which courses will be offered via the alternate delivery method.

Click or tap here to enter text.

* 1. Percentage of program offered through the new delivery mode:

Click or tap here to enter text.

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| 1. **Description of Delivery Methods and Platforms**:    1. Describe the delivery format of the course/program, including details about the media or technologies used to deliver the course/program (internet, broadcast, audio conferencing, teleconference, video on demand, etc.).   **Click or tap here to enter text.**   * 1. If the institution will partner with an Online Program Manager (OPM), describe the scope and terms of the partnership including the suite of services offered by the OPM, technology systems, data integration, assessment, quality control, student support and engagement services. Include the name of the OPM.   **Click or tap here to enter text.**  *If the OPM will provide a combination of services that constitutes the delivery of more than 50 percent of the educational program, the institution may be required to submit a substantive change request form for a written arrangement.*   * 1. Explain how the platform(s) support the course/program learning outcomes.   **Click or tap here to enter text.**   * 1. Attach the institution’s policy for use of materials. (*Label attachment* ***Policy for Use of Materials***)   *(Examples of evidence: Policies or guidelines for use of educational materials for online courses, policies addressing online copyright resources)*   1. **Regular and Substantive Interaction:** Describe the plan for ensuring instructor-student interaction.   **Click or tap here to enter text.**   1. **Credit Hour Methodology:**     1. Describe the institution’s methodology for assigning credit hours to this course/program of study.   **Click or tap here to enter text.**   * 1. Attach the institution’s *Credit Hour Policy*. (*Label attachment Credit Hour Policy*)  1. **Description of Offerings:**    1. Describe the course/programs that will be offered via the new delivery mode.   **Click or tap here to enter text.**   * 1. What is the name and credential level of the education program?   Click or tap here to enter text.   * 1. Describe how the academic offerings were designed to ensure appropriateness for the alternate delivery method. Describe how existing courses have been revised to reflect the new delivery mode.   **Click or tap here to enter text.**   * 1. Attach the Curriculum noting which courses will be offered via the alternate delivery method and the type and level of instruction (asynchronous vs. synchronous, mostly online, blended, 100% online, etc.).     **Click or tap here to enter text.**   * 1. Describe how the institution approves courses and programs offered via the delivery method.   **Click or tap here to enter text.**   1. **Timeline:** Provide a timeline of the proposed substantive change with critical milestones. Include the anticipated effective date. (*Label attachment* ***Timeline***)   **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. **Enrollment Analysis (Standard VI)**:    1. Provide an analysis of three years of enrollment projections. *(Label attachment* ***Enrollment Planning***)   *(Include in a narrative: Brief analysis of enrollment projections for the course/program)*  **Click or tap here to enter text.**   1. **Financial Analysis (Standard VI)**:    1. Provide an analysis of the institution’s financial ability to support this method of delivery.   **Click or tap here to enter text.** |
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1. **Faculty and/or Staffing Needs (Standard III): (***Label attachment* ***Faculty/Staffing Needs****)*
   1. Describe anticipated faculty and staffing needed for the alternate delivery method.

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

* 1. Describe how the institution will ensure faculty and staff are qualified and sufficient in number to successfully implement the alternate delivery method.

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

(*Include in a narrative: Description of current faculty and staff that will be utilized for the new delivery format. If additional staffing is needed, describe how the need will be met, including hiring timetable. Describe student-faculty and/or student-staff ratios compared to the institution as a whole and/or other programs. Examples of evidence: List or chart of faculty and staff associated with the new delivery format including a description of their professional credentials, programmatic accreditor’s standard around faculty qualification, if applicable.)*

1. **Faculty Training and Suppo**r**t (Standard III):**

*(Examples of evidence: plans for initial and ongoing professional development of faculty teaching via distance education, types of training offered, and tracking methods for completion of training; policies addressing training requirements for faculty, instructional design services.)*

* 1. Describe the training provided to faculty.

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

* 1. Describe the instructional support faculty will receive.

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

1. **Support of the Student Experience (Standard IV):**
   1. Describe your institution’s plan to provide support for students, including how instructors will monitor student engagement and be responsive to students’ requests for instructional support and assistance.

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

* 1. Describe the student’s learning experience including learning resources, counseling, and tutoring.

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

* 1. Describe the methods for assessing the effectiveness of support services.

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

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| 1. **Technical Support and Communications (Standard II):** |

* 1. Describe the technical support services provided for both instructors and students, appropriate to the modality of the program.

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

* 1. Describe how the institution will ensure that the change will be publicized and made known to key institutional stakeholders.

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

* 1. Describe how the institution will ensure that information about the proposed substantive change will be honestly and truthfully conveyed in public relations announcements, advertisements, and in all materials and communications.

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

1. **Educational Effectiveness Assessment Processes (Standard V):** Explain how the alternate delivery method will be assessed and integrated in the institution’s educational effectiveness assessment process. Include assessment of third-party providers or an OPM if applicable. *(Label attachment* ***Assessment***)

*(Include in a narrative: Description of how this delivery format will be included in the effectiveness assessment process, including how assessment processes will specifically address online learning and results used to improve effectiveness. Example of evidence: Student learning assessment plan for the distance education).*

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

1. **Organizational Structure (Standard VII):** Describe how the institution will provide oversight of the proposed substantive change, including administrative staff with appropriate credentials and experience. (Label attachment **Organizational Structure**)

*(Include in a narrative: Descriptions of the professional qualifications of administrative staff providing services or oversight, including roles and responsibilities. Examples of evidence: Organization chart and institution and/or unit levels*).

**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 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. **Student Identity Verification in Distance and Correspondence Education**

In accordance with 34 CFR §602.17(g), the Commission must verify that institutions have effective procedures in place to ensure that the students who register in a distance or correspondence education course are the same students who participate in and complete the course and receive the academic credit.

* 1. Attach policies and procedures used to ensure student verification in distance or correspondence education courses.

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

* 1. Provide excerpt or written procedure(s) indicating the office(s) responsible for the consistent application of student identity verification procedures.

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

* 1. Describe procedure(s) for notifying students about any projected additional charges associated with student identity verification.

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

* 1. In accordance with 34 CFR §602.17(h), institutions have effective procedures in place to ensure student privacy. Attach procedure(s) regarding the protection of privacy for students enrolled in distance and correspondence courses or programs.

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

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 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 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 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 institution understands that the Commission will not include a substantive change if it adversely affects 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:

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| --- |
| 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*