**Substantive Change Prior Approval Request Form**

*Effective* *Date: July 1, 2023*

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**Aggregate Change of 25 Percent or More of a Program (Decrease in Clock or Credit Hours)**

**Tier I**

This change is defined as an aggregate change of 25 percent or more to a program’s curriculum since the institution’s most recent accreditation review. Because most changes in curriculum are covered under substantive change No. 8 Substantial Increase in the Number of Clock or Credit Hours Awarded, this change will focus on those changes that result in a **decrease in clock or credit hours.**

**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.” 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 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.**

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 rationale for the proposed decrease in clock or credit hours.

**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. What is the percentage of the change in clock or credit hours?

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

1. Provide a list of the courses and identify which courses will be eliminated or added.

**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. **Communication (Standard II):** 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. **Timeline:** Provide a timeline of the proposed substantive change with critical milestones. Include the anticipated effective date. (*Label attachment Timeline*)
2. **Faculty and/or Staffing Needs (Standard VI):** Describe the faculty and staff. *(Label attachment Faculty/Staffing Needs):*

(*Include in a narrative: Description of current faculty and staff that will be utilized for the program. 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 program including a description of their professional credentials, programmatic accreditor’s standard around faculty qualification, if applicable.)*

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

* 1. How will they be impacted by the proposed substantive change?

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

1. **Institutional Improvement and Planning (Standard VI):** Describe how the change will be evaluated. How will this evaluation be integrated in the institution’s institutional effectiveness and continuous improvement processes?

(*Include in a narrative: Description of unit or assessment processes;* r*elated aspects of the Institutional strategic plan).*

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

1. **Financial Analysis (Standard VI):**
2. Provide three-year financial projections.
3. Provide an analysis of the financial impact of the proposed substantive change on the institution.

(*Include in a narrative*: *Brief analysis of financial projections of new program with an explanation of assumptions, projections of cost and revenues, and planned revenues and costs, description of budgeting and planning processes and how they will incorporate institutional changes associated with the proposed substantive change; profit and loss statement associated with proposed change*).

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

1. Provide a brief analysis of three-year enrollment projections as they relate to the program.

**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. 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 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:

|  |
| --- |
| 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*