**Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Acquisition of Additional Location of Another Institution**

**Addition of Additional Location for Teach-out**

Tier III

An additional location is defined as a domestic or international physical facility or location that is geographically separate from the main campus, within the same ownership structure, and at which the institution will offer at least 50 percent of an educational program that is credit-bearing 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 (a student may complete at least 50 percent of a credit-bearing or Title IV eligible educational program at the location). 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).*

The Commission’s requirements for substantive change review and approval include the acquisition of any additional location of another institution or acquisition of an additional location that an institution has acquired through a teach-out.

**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 Policy 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%3A/Users/CarmellaSmith/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/XT4WRS4A/Review%20the%20Commission%E2%80%99s%20Teach-Out%20Plans%20and%20Agreements%20Policy%20and%20Procedures%20https%3A/www.msche.org/policies-guidelines/).

**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**.
* 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 one 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/).
* Submit the teach-out plan and teach-out agreements as a 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. Select **sub-type of change**:

[ ]  **Acquisition of Additional Location of another institution** (establishing a new additional location that an institution has acquired from another institution)

[ ]  **Addition of permanent Additional Location** (establishing an additional location at which the institution is conducting a teach-out for students of another institution)

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

***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. What is the name of the other institution?

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

1. **If this change includes a teach-out agreement with another institution the** [Teach-out Plans and Agreements Form](https://msche.box.com/shared/static/ko73ne1h2sdvaooxtlv9dozmuh1mbzm6.docx) must be completed. The teach-out plan and teach-out agreements must be submitted in conjunction with a request for approval of this change in accordance with the Commission’s Teach-out Plans and Agreements Policy and Procedures. The Teach-out Plans and Agreements Form **must be completed** and **uploaded** into a separate Teach-Out review in the MSCHE Institution portal at the same time as the substantive change.
2. Describe the **rationale** for the substantive change.

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

1. Describe the **facility** e.g., square footage, number of classrooms, student and faculty spaces, etc.

**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 of the change. (*Label attachment* ***Timeline***)

*[****Note****: After the Commission acts on this substantive change request and instruction commences, you must go the MSCHE Institution Portal and enter the actual date (Month, day, year) that instruction commence at the additional location.]*

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

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):**
2. Describe how the institution will ensure that information regarding the new additional location will be publicized and made known to key institutional stakeholders.

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

1. **Educational Programs Offered (Standard III):** List the academic program(s) to be offered at the additional location.

|  |  |  |
| --- | --- | --- |
| **Name of Program including credential level**  | **% of program to be offered at location** | **# of credit hours** |
| **Click or tap here to enter text.**  | **Click or tap here to enter text.** | **Click or tap here to enter text.** |
| **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** |
| **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** |

1. **Faculty and/or Staffing Needs (Standard III):**
	1. Describe the institution’s faculty and staff and how they will be impacted by the proposed substantive change.

**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 new location.

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

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

1. **Organizational Structure (Standard VI):** Describe how the institution will provide oversight of the new additional location, including administrative staff with appropriate credentials and experience. (*Label attachment* ***Organizational Structure***)

*(Include in a narrative: Description of administrative staff, include professional qualifications, who will be providing services or oversight of the proposed change including roles and responsibilities.*

*Examples of evidence: Organization chart with institution and/or unit levels relating to proposed change*).

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

1. **Student Population (Standard IV):**
	1. Describe the target population for the new additional location.

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

*(Include in a narrative: Description of projected student population data; description of current student population demographics, descriptions of impact on academic and student services programming.)*

1. **Support of the Student Experience (Standard IV):** Briefly describe how the institution will ensure that faculty and students will have access to resources that are equitable or similar to those at the main campus.

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

1. **Institutional Improvement and Planning (Standard VI):** Describe how the additional location 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 institution’s strategic plain).*

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

1. **Financial and Risk Analysis (Standard VI):**
2. Provide an analysis of the financial impact of the new additional location on the institution. Include three-year financial projections. (*Label attachment* ***Financial Projections***)

*(Include in a narrative: Financial analysis with an explanation of assumptions, projections of costs and revenues, and planned revenues and costs; narrative of budgeting and planning processes and how they will incorporate institutional changes associated with the proposed substantive change; net revenue statement associated with proposed change.*

*Examples of evidence: Three-year financial projections associated with the proposed substantive change).*

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

1. Provide an analysis of risk factors that might impact the successful implementation of the change.

*(Include in a narrative: Budgeting and planning processes and how they will incorporate institutional changes associated with the proposed substantive change; references to and/or evidence of institutional and/or unit “SWOT” analyses*).

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

1. Include here an analysis of three-year enrollment projections for the new additional location. Include three-year enrollment projections. *(Label attachment* ***Enrollment Planning***)

(*In a narrative include: Brief analysis of enrollment projections for the proposed additional location.*

*Examples of evidence:* *Three-year enrollment projections).*

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

1. **Organizational Capacity (Standard VI):** Explain how the institution plans to provide appropriate resources to ensure overall sustainability and quality of the new additional location. Please address topics such as adequate facilities, equipment, and technology, as well as how this additional location is considered in the institution’s facilities master plan.

**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:
2. 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 Required Disclosures and 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-Application (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**.*

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.

**International Additional Locations**

*The Commission will conduct a legal review of the international contract and the role of any separate legal entity in the delivery of educational programs. The purpose of the review is to determine any implications on the institution’s ability to maintain oversight and control of the program, location, or institution which would adversely affect the institution’s ability to sustain ongoing compliance.*

1. Describe the requirements of the foreign legal jurisdiction for an institution to establish an additional location.

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

* 1. Does the foreign legal jurisdiction require the establishment of a separate legal entity (i.e., unaccredited third party) that will be directly involved in the delivery of educational programs?

[ ]  NO [ ]  YES

* 1. If a contract is required, attach a copy of the signed contract in its final form. (Label attachment **Contract**)
	2. Describe the conditions of the contract including the roles and responsibilities of the parties involved (institution, separate legal entity, third parties). Consider Standard VII.

 Click or tap here to enter text.

* 1. Describe the conditions of the contract and any impact on the institution’s ability to maintain control or oversight of the program, site, or on the institution?

Click or tap here to enter text.

1. How will student access student support services, such as emergency plans, local laws related to creating and operating the site, language and communication differences, and helping students adjust to a new culture, teaching faculty, and availability of resources and oversight.

Click or tap here to enter text.

1. Describe impact of the following, if any, on the additional location:
	1. Political climate, local laws, and cultural norms might affect the institution’s ability to deliver a comparable degree program.

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

* 1. Credentials of Teaching Faculty

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

* 1. Availability of Resources

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

* 1. Effects of Distance on Oversight

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

* 1. Language and Communication Issues

**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 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*