**Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Change in Measures of Student Progress**

**Tier III**

This change is defined as a change in the methods the institution uses to measure a student’s progress in completing the requirements for a credential whether the institution measures progress in that program in clock hours or credit-hours, semesters, trimesters, or quarters, or uses time-based or non-time-based methods. The Commission is concerned with ensuring that the institution’s methodology used to convert to a new measure of student progress is appropriate and consistent with commonly accepted practice in postsecondary education in accordance with the Commission’s standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal 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.

**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 questions that are applicable to the type of change proposed. If the question does not apply, enter “NA”.

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

Clock Hours to Credit Hours  Credit Hours to Clock Hours

Timed-based Method to Non-time-based Method  Non-time-based Method to Time-based Method

from Semester to  Trimester or  Quarters

from Trimester to  Semester or  Quarters

from Quarters to  Semester or  Trimester

1. What is the justification for this change?

**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 that instruction in the program will commence in the new format. (*Label attachment* ***Timeline***)

(*Note: The institution will begin to prepare the request in advance so that the submission deadline is at least 3 months before the proposed change is scheduled for implementation to allow sufficient time for review. If a submission is incomplete, the schedule may be delayed.)*

1. **Program Description: (**submit separate request form for each academic program)
2. Name of program including credential level as it appears in the institution’s catalog:

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

1. Provide a description of the program.

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

1. Provide the following attachments for the current and proposed:

Curriculum and course offerings for the program, including information about course sequencing (Label attachment **Curriculum**)

Course descriptions (Label attachment **Courses**)

Learning outcomes with expected timeline for student completion (Label attachment **Outcomes**)

1. What is the normal or typical length of time for students to complete the program?

**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.

Answer the section that applies to the change requested.

1. **Clock Hours and Credit Hours (Standard III)**:
2. Describe the institution’s current and proposed methodology for assigning clock or credit hours to this program of study. Attach the institution’s ***Clock or Credit Hour Policy***.

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

1. How many current and proposed number of clock or credit required for completion of the program?

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

1. Provide documentation of credit hour assignment for all the courses (e.g., studio, internships, laboratory, practica) including appropriate documentation and analysis of the methodology(ies) used to **convert** credit and clock hours, where appropriate. (Label attachment ***Credit Hours, Clock Hours Conversion*)**

The following should be clearly indicated:

* + Academic period (e.g.,15 weeks plus one-week exam over two semesters)
  + Recommended instructional time (e.g., three 50-minute sessions or two 75-minute session per week)
  + Recommended out-of-class time requirements (e.g., twice in-class time)

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

1. Provide course or program review procedures and sample approval documentation, as they relate to clock or credit hour. (Label attachment ***Clock or Credit Review Procedures***)

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

1. Describe the process the institution utilizes to verify length of academic period and compliance with clock or credit hour requirements through course scheduling.

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

1. **Academic Calendar--** Semester, trimester, or quarters:
2. Provide documentation of credit hour assignment for all the courses (e.g. studio, internships, laboratory, practica), including appropriate documentation and analysis of the methodology(ies) used to **convert** academic calendar, where appropriate.  (Label attachment ***Academic Calendar Conversion*)**

The following should be clearly indicated:

* + Academic period (e.g.,15 weeks plus one-week exam over two semesters)
  + Recommended instructional time (e.g., three 50-minute sessions or two 75-minute session per week)
  + Recommended out-of-class time requirements (e.g., twice in-class time)

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

1. **Time-based Method or Non-time-based Method:** Label attachment ***Time-based Method or Non-time-based Method*)**
2. Describe the institution's current and proposed measure of student progress for the program of study.

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

1. How will the program ensure equivalency in the proposed measure with those already established in the current measure?

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

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

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

1. **Faculty and/or Staffing Needs (Standard III):** Describe the institution’s anticipated faculty and staff needs for the proposed substantive change. *(Label attachment* ***Faculty/Staffing Needs****)*

(*Include in a narrative a description of current faculty and staff that will be utilized, where additional staff 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 including a description of their professional credentials; hiring timetable; and programmatic accreditor’s standard around faculty qualification, if applicable.)*

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

1. **Organizational Structure (Standard VI):** Describe how the institution will provide oversight of the change, 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. **Financial and Risk Analysis (Standard VI):**
2. Provide an analysis of the financial impact of the change on the institution. Include three-year financial projections. (*Label attachment* ***Financial Projections***)

(*Include in a narrative:* *Financial analysis with* *an* e*xplanation 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. **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. **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-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*