**Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Relocation or Reclassification of Main Campus**

Tier III

The main campus is defined as the primary physical facility at which the institution offers eligible programs, is within the same ownership structure of the institution, and is certified as the main campus by the Commission (and the USDE if applicable). The institution’s primary administration, classroom buildings, residence halls, library, and other buildings are housed within the same reasonably contiguous geographic area or parcel of land of the main campus. For an institution that only offers distance education programs, the main campus is where its administrative offices are located.

The institution is responsible for keeping the Commission up to date about any significant changes to its main campus. All member institutions are required to have a location that is classified as a main campus and meets the definition of main campus. The Commission’s requirements for substantive change review include the relocation or reclassification of an additional location to the main campus.

A relocation is moving an existing approved location to any new physical location or address, regardless of the geographic distance between the two locations. A relocation is the closure of the existing site and the opening of another site.

A reclassification is when the educational offerings at the location change enough that it must be reclassified to a new category (see definitions of main campus, 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)

**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."
* 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/). 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 Request

Answer each question**.**

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

Relocation of Main Campus – moving the main campus to any new location or address (regardless of the physical distance between the two locations); a relocation is treated as the closure of the existing main campus and the opening of another main campus

Reclassification to Main Campus - changing the educational offerings at the main campus so 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*); institutions should be aware that federal regulation *34 CFR § 600.8* stipulates that a branch campus or additional location must be in existence for at least two years before seeking to be reclassified as a main campus

1. **Relocation** - provide complete physical address of new main campus:

***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. **Reclassification** - what is the change from:

Branch Campus  Additional Location  Other Instructional Site

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

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

1. Describe the new **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 date operations at the former main campus will cease and the date that the operation of the new main campus will commence. (*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 new main campus; and if relocating you must enter the actual end date instruction will cease at the former 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 information regarding the new main campus 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):** 
   1. Describe the faculty and staff that 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 main campus.

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

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

* 1. List the educational program(s) that will be eliminated or altered as result of the change.

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

1. Describe the nature of alterations to the programs listed above.

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

1. **Student Population (Standard IV):** 
   1. Describe your institution’s current student population include demographics, past and future.

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

* 1. Describe how the student population may change as a result of the main campus move.

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

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

1. **Support of the Student Experience (Standard IV):**  Briefly describe student support services that will be impacted by the move to the new main campus.

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

1. For **international locations**, provide or describe any additional issues related to the location including but not limited to 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, availability of resources, and effects of distance on oversight.

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

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

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

**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 main campus 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. Provide an analysis the enrollment projection as they relate to the proposed substantive change. Include three-year enrollment projections. *(Label attachment* ***Enrollment Planning***)

(*In narrative include: Brief analysis of enrollment projections for the proposed new campus.*

*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 campus. Please address topics such as adequate facilities, equipment, and technology, as well as how this new 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 Statemen*t 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 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, et****c.)*

|  |  |  |  |
| --- | --- | --- | --- |
| 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*