**REQUEST FORM**

**Complex Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Change in Legal Status, Form of Control, or Ownership**

**Tier V**

A change in the legal status of the institution, form of control, or ownership is defined as a transaction or modification of the ownership or governing body of the institution that changes or has the potential to change the control of the institution or its fundamental structure or organization. A change in ownership or control can involve any number of transactions which are defined in federal regulation and in the *Substantive Change Guidelines.* Changes in legal status, form of control, or ownership are always considered complex. However, any of the types of substantive change may be considered “complex” depending on the nature and scope of the change, at the discretion of the Commission staff. Examples include (but are not limited to) a change in the status of multiple locations, multiple types of change that are submitted simultaneously, and some institutional closures.

The institution must submit the Complex Substantive Change Preliminary Review Form prior to submitting this form. This form should only be used for Change in Legal Status, Form of Control, or Ownership. Other changes treated as a complex substantive change should use the appropriate request form for the type of substantive change and do not need to submit the Complex Substantive Change Preliminary Review Form.

**Instructions:**

* The Complex Substantive Change Preliminary Review Form must be submitted prior to submitting this request form. The Commission staff liaison will provide feedback from the preliminary review form.
* Contact Commission staff liaison for additional guidance; develop good communication.
* Complete all questions with succinct and detailed information. Where some questions do not apply, note “N/A” in the provided response sections.
* Update and highlight any changes that may have occurred since the submission of the Preliminary Form.
* Do not include attachments that have not been referred to in the request. All attachments should be labeled appropriately.
* Submit the request form and all attachments into the appropriate complex substantive change review in the MSCHE Institution Portal. Instructions at [www.msche.org/substantive-change/](http://www.msche.org/substantive-change/).
* If an institution will cease to exist as a separate institution of higher education or a branch campus or location that offers 100 percent of a program will close as a result of the complex substantive change, a teach-out plan and teach-out agreements must be submitted at the same time as the complex substantive change request form.
	+ Review the Commission’s **Error! Hyperlink reference not valid.**.
	+ The teach-out plans and agreements form must 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 the single PDF document into the appropriate teach-out review in the MSCHE Institution Portal.
* The overall review process for a complex substantive change may take up to one year to complete.

**Date Preliminary Review Form Was Submitted: Click or tap to enter a date.**

**Date Request Form Was 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: Description of Complex Substantive Change**

1. **Description:** Update and highlight any changes that have occurred since a preliminary description was provided in the Complex Substantive Change Preliminary Review Form. Please note if the sub-type of a change in legal status, form or control or ownership has changed since the preliminary review form.
	1. Select the most appropriate sub-type for a change in legal status, form of control or ownership:

[ ]  Acquisition of the institution (equity purchase or asset purchase)

[ ]  Acquisition by the institution of another educational entity (equity purchase or asset purchase)

[ ]  Merger with another institution

[ ]  Consolidation with another institution

[ ]  Division of one institution into two or more institutions

[ ]  Sale of institution (equity sale or asset sale)

[ ]  Acquisition or sale of controlling interest

[ ]  Beginning or ending public sponsorship and control

[ ]  Transfer of liabilities to the parent corporation

[ ]  Transfer of substantially all of the educational assets/business

[ ]  Change in [tax] status (change in legal status as a for-profit, non-profit or public)

[ ]  Any other transaction or modification of the ownership or governing body of the institution

[ ]  I am uncertain which sub-type applies. Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Additional Substantive Changes.**Describe any additional substantive change areas that may need to be considered as part of this complex substantive change:

|  |  |  |
| --- | --- | --- |
|  | **Type of Substantive Change** | **Description of Additional Substantive Change** |
| [ ]   | 1. Substantial Change in the Established Mission or Objectives of the Institution
 |  |
|  | 1. Change in Legal Status, Form of Control, or Ownership
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| [ ]   | 1. Significant Departure from Existing Educational Programs
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| [ ]   | 1. Alternative Delivery Method
 |  |
| [ ]   | 1. Direct Assessment Programs
 |  |
| [ ]   | 1. Higher Credential Level
 |  |
| [ ]   | 1. Changes in Measures of Student Progress
 |  |
| [ ]   | 1. Substantial Increase in Clock or Credit Hours
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| [ ]  | 1. Written Arrangements (Domestic or International)
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| [ ]  | 1. Establishment, Relocation, Reclassification or Closure of Additional Locations
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| [ ]  | 1. Establishment, Relocation, Reclassification or Closure of a Branch Campus
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| [ ]  | 1. Relocation, or Reclassification of a Main Campus
 |  |
| [ ]  | 1. Institutional Closure
 |  |
| [ ]  | 1. Experimental Sites Initiatives (ESI) with U.S. Department of Education
 |  |

1. Describe any changes, reorganization or restructuring of the campus structure, including the closing of any branch campuses or additional locations of the member institution(s) and/or other parties involved in the transaction, if applicable.

Click or tap here to enter text.

1. **Needs Analysis:** If applicable, provide any updates to the needs analysis provided in the Complex Substantive Change Preliminary Review Form, making sure to highlight any changes. If not applicable, write N/A. (*Label attachment Updated-****Needs-Analysis***)

Click or tap here to enter text.

1. **Updated Timeline:** Provide an updated timeline of the proposed substantive change with critical milestones, including but not limited to any exploratory discussions, period of time for due diligence, date of signing of a memorandum of understanding, drafting and negotiating terms, filing of legal documents, and an anticipated final transaction date.
	1. Make sure to highlight any changes or updates to the timeline provided in the Preliminary Review Form. (*Label attachment* ***Updated-Timeline***)

Click or tap here to enter text.

1. **Additional or Revised Agreements/Legal Documents (proposed or draft):** Provide a list of any additional or revised agreements or legal documents since the preliminary review form. If any documents are proposed or in draft form, provide a brief description of the status of those documents. Attach all legal documents in the list to the request form. All documents must be provided in English.

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| --- |
| LEGAL documents: |
| Name of document | Description | Date |
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* *The Commission staff will request review of all legal documents by legal counsel.*
* *The institution should be prepared to submit at least a draft version of all required legal documents for the review, including any amended or restated governing documents (amended articles of incorporation or bylaws).*
* *The institution should estimate the amount of time that may be necessary to have required documents drawn up and consider that in the overall timeline.*
* *The institution must provide acceptable and appropriate substitute evidence or documentation of the transaction if legal documents are not available. The Commission will determine sufficient and appropriate documentation at its discretion.*
* *Failure to provide all legal documents may result in the delay of the review or may prevent the Commission from completing the review.*
1. **Description of Accreditation:** Complex substantive changes may impact the continuation of MSCHE accreditation. Please describe the impact of the proposed complex substantive change on the institution’s MSCHE accreditation and the institution’s plans for MSCHE accreditation after the transaction.

Click or tap here to enter text.

* *As applicable, the Commission will conduct a thorough review of the impact on accreditation and will communicate the results of that review to the institution and peer evaluators in a written summary.*
* *In some cases, the transaction will mean that one or more entit(ies) will cease to exist and MSCHE accreditation will cease. The Commission will determine the date that accreditation will cease, at its discretion.*
1. **Teach-Out Plans and Agreements:** If an MSCHE accredited institution will cease to be an independent educational entity and will close as a result of the transaction or the transaction results in the closure of an additional location or a branch campus that offers 100 percent of a program, the member institution must also submit a teach-out plan and if applicable, teach-out agreements with other institutions, describing how any students remaining in the program will be accommodated in accordance with the Commission’s *Teach-Out Plans and Agreements Policy and Procedures.* The purpose of a teach-out plan is to provide for and make accommodations for students to complete their educational programs or transfer to a new institution with ease.
* If a teach-out plan and agreements are required, the institution will submit the Teach-Out Plans and Agreements Form as an attachment to this substantive change request form. (*Label attachment Teach-Out***)**.
* The Commission may also require the submission of teach-out plans submitted to other accreditors if relevant to the change.
* A teach-out institution must submit a separate substantive change request as appropriate if it will acquire a new permanent location or program at a higher credential level and it is not a party in the primary transaction. If the teach-out institution is a party in the transaction, the acquisition of the location or program into the scope of accreditation will be reviewed and noted in the action language.

**Section B: Continued Compliance with Commission Standards, Requirements, Policies and Procedures, and Applicable Federal Regulatory Requirements**

*The institution will provide an analysis, description, and evidence documenting how it will maintain continued compliance with standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.*

* 1. **Mission and Goals:** Provide an analysis of how the proposed substantive change aligns with the institution’s mission and goals. Include a description of how the proposed change aligns with institutional or strategic planning goals.

Click or tap here to enter text.

* + 1. If this complex substantive change includes a change in the institution’s mission statement, please provide the revised statement.

Click or tap here to enter text.

* + 1. Describe how the revised mission and/or objectives/goals were developed through appropriate collaborative participation, including consultation with key institutional stakeholders (e.g., faculty, staff, administration, etc.)?

Click or tap here to enter text.

* + 1. Describe how the institution will ensure that the new mission and/or objectives are publicized and made known to key institutional stakeholders. This information should also include concrete evidence that the institution’s mission and/or objectives are supported by administrative, educational, and student support programs.

Click or tap here to enter text.

1. **Ethics and Integrity.**
	1. Describe how the institution has sufficient plans to communicate the change to key stakeholders (including the public) honestly and truthfully.

Click or tap here to enter text.

* 1. Describe how the institution plans to ensure that its own policies and procedures will be consistently applied after the change and how the [surviving] member institution will ensure continued compliance with the Commission’s standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.

Click or tap here to enter text.

* 1. Describe how the institution has policies and procedures in place that enable the institution to regularly evaluate its ability to operate effectively, to ensure that student achievement is a central concern, or any other issues having to do with the institution’s achieving standards of ethics and integrity.

Click or tap here to enter text.

1. **Design and Delivery of the Student Learning Experience:**
2. Describe if the institution is considering major changes to curricula or credential levels (significant departure from existing educational offerings) and how the institution will effectively manage any impact on the nature of educational programs.

Click or tap here to enter text.

1. Describe the processes and procedures in place to ensure:
	* + 1. Rigor of courses, programs, and curricula at levels that are consonant with higher education standards.

Click or tap here to enter text.

* + - 1. Teaching effectiveness.

Click or tap here to enter text.

* + - 1. Faculty and/or other appropriate professionals who are sufficient in number.

Click or tap here to enter text.

* + - 1. Sufficient opportunities for faculty and/or other appropriate professionals for professional growth.

Click or tap here to enter text.

* + - 1. Consistent regular and equitable review of faculty and/or other appropriate professionals based on written, disseminated, clear and fair criteria, expectations, policies, and procedures.

Click or tap here to enter text.

* + - 1. Appropriate allocation of instructional and academic service resources to ensure overall student success.

Click or tap here to enter text.

1. **Support of the Student Experience:**
2. Describe the impact of the change on services to students.

Click or tap here to enter text.

1. Provide a description and analysis of how the institution will consistently apply policies and procedures with regard to recruiting and admitting students whose interests, abilities, experiences, and goals are congruent with the new institution's mission and educational offerings.

Click or tap here to enter text.

1. Provide a description and analysis of how the institution will consistently apply ethical policies and processes to admit, retain, and facilitate the success of all students, including but not limited to accurate and comprehensive information regarding expenses and financial aid; appropriate recruitment and admission of students to the institution; policies and procedures regarding evaluation and acceptance of transfer credits.
2. Provide a description of how the institution will maintain consistency in and support of the student experience across all educational experiences, settings, levels, instructional modalities*,* and locations.

Click or tap here to enter text.

1. **Educational Effectiveness Assessment:**  Explain how educational programs associated with the proposed substantive change will be included in the institution’s educational effectiveness assessment process. *(Label attachment* ***Assessment***)

Click or tap here to enter text.

1. **Planning, Resources, and Institutional Improvement:**
	* 1. Attach an organizational chart depicting the institution’s proposed organizational structure, focusing on the administration, after the change in legal status, form of control or ownership. (*Label attachment* ***Organizational-Chart***)
		2. Describe how any reorganization as depicted in the organizational charts enables the institution to achieve its mission and goals.

Click or tap here to enter text.

* + 1. Include documentation and analysis attesting that the proposed organizational structure is:
			1. sufficient to provide appropriate and consistent application of policies and procedures across the institution and for all locations.
			2. sufficient relating to staffing needs and size of the administration
			3. sufficient related to information systems, technology, institutional research, assessment, and facilities support and maintenance across the institution.
			4. Conducive to effective institutional decision-making (*Label attachment* ***Organizational-Structure***)

 Click or tap here to enter text.

* + 1. Describe the institution’s strategic planning and institutional assessment process and how it will be utilized *across the institution* to ensure adequate planning and assessment at both institutional and unit levels. Where appropriate, attach the institution’s current strategic plan and formal documentation of any relevant changes, where available. (*Label attachment* ***Strategic-Approach***)

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

1. Attach a financial plan for the current and succeeding years covered by the surviving institution’s strategic plan, including enrollment projections for the period covered by its financial plan, and an analytical narrative that reconciles the financial plan to the operating plan. (Label attachment **Financial-Plan**)
2. Attach audited financial statements and management letters for the last 3 years for all entities involved in the transaction including related entities (where applicable, for main and all branch campuses). (Label attachments **AFS-MgmtLtr\_FY**)
3. **Governance, Leadership, and Administration:**
4. Provide any updates to the description provided in the *Complex Substantive Change Preliminary Review Form* related to how the complex substantive change will impact control, ownership, or governance, including any changes in the institution's governance structure or governing body (both pre- and post- merger, acquisition, or other changes).

Click or tap here to enter text.

1. Attach an updated diagram that depicts and fully discloses any changes to the institution’s proposed governance structure after the change in legal status, form of control or ownership. (*Label attachment* ***Updated-Governance-Structure***)
2. Provide proposed governing documents including but not limited to bylaws, articles of incorporation, or other founding documents. (*Label attachment* ***Updated-Governance-Documents***)

Click or tap here to enter text.

1. In the case where members of the governance body are new to the institution, describe how they have been educated about MSCHE standards for accreditation, and requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.

Click or tap here to enter text.

1. Provide information and analysis of how the substantive change will affect the "possession, direct or indirect, of the power to direct or cause the direction of the management and policies of an institution...whether through the ownership of voting securities, by contract, and governance documents, or otherwise" (federal regulation 34 CFR §600.31(b)). This information should contain descriptions of what constituted ownership both prior to and after the change, particularly with regard to changes in the distribution of ownership by various parties.

Click or tap here to enter text.

1. Describe how the institution will adhere to its conflicts of interest policy and avoid any real or apparent conflicts of interest as they relate to the governing body, management, administrators, and staff during this change.

Click or tap here to enter text.

1. **Parties Involved in the Transaction:**Provide any updates to the information related to all parties involved in the transaction. Include any related entit(ies) that are involved in the transaction. Add rows as necessary.

|  |
| --- |
| **All Parties Involved in the Transaction** |
| **Name** | **Type of Owner (corporation/individual/LLC, Limited Partnership, etc.)** | **Percent Owned** | **Accredited by/ Status** | **HCM1 or HCM2 Status** | **Federal Responsibility Composite score** |
|  |  |  |  |  |  |
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**Related Entities:** If this substantive change involves a related entity as defined in the Commission’s *Related Entities Policy and Procedures*, answer the following questions: [ ]

* + - * 1. Describe any significant changes of the distribution of ownership shares held by any related entity and investors, particularly in cases where there has been or will be a transfer of the liabilities of the institution to its parent corporation or other significant changes in ownership (federal regulation 34 CFR §600.31(b)).

Click or tap here to enter text.

* + - * 1. Provide a succinct analysis addressing how the institution and related entity will work together to appropriate sufficient institutional resources to ensure overall student success even in times of financial challenge. This analysis should include but not be limited to financial analyses of the flow of funding to or from the institution from the Related Entity as well as other financial aspects related to the related entity and how it might affect the institution’s financial stability and ability to expend resources to achieve its mission, including analyses of bond ratings, debt; and, consideration of metrics such as revenue, market capitalization, earning per share, earnings before interest, taxes, depreciation and amortization, measurement of liquidity, price to earnings ratio, debt to equity ratio, transfer of liabilities and debt, etc.

Click or tap here to enter text.

* + - * 1. **Related Entity Certification Statement** (if not already provided in the preliminary form. (*Label attachment* ***Related-Entity-Certification***)
				2. **Acquisition Plan:** The agreement, relevant filings with the U.S. Securities and Exchange Commission (if applicable), and a detailed plan for the acquisition by the new owner that demonstrates how the institution, under the new owner, will meet or continue to meet all eligibility requirements and accreditation standards. The principals of the acquiring entity must demonstrate the experience and expertise necessary to operate the institution, and if they operate other institutions, that they are in full compliance with all applicable laws, rules, and regulations. (*Label attachment* ***Acquisition-Plan***)

* + - * 1. **New Initiatives:** Description of any new educational, growth, or other initiatives by the related entity or others anticipated to be planned within 12 months of the substantive change that could materially affect the plans and/or operations of the institution (such as restructuring management or increasing enrollment). (*Label attachment* ***New Initiatives***)
1. **Applicable Federal Regulatory Requirements**

Provide the following information relating to the member institution(s) (all branch campuses/locations), related entities, and other parties involved in the transaction, as applicable and relevant to the complex substantive change. (*Label attachment* ***Compliance-Data***)

* + 1. Placement rates
		2. graduation rates
		3. retention rates
		4. cohort default rates
		5. information about USDE program reviews

**Section C: Institutional Standing with Quality Assurance Agencies**

Complete the following table.

|  |  |  |
| --- | --- | --- |
| **Institutional Standing Question** | **Accrediting Agency Status** | If YES, please indicate: Name of the agencyDue date of the next reportAttach a copy of the most recent action letter/notification |
| 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 the current year? | [ ]  NO [ ] YES |  |

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**Section D: Required Approvals**

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.*

* 1. Provide updates on the status of degree granting authority, state or other governmental requirements related to the transaction:

Click or tap here to enter text.

* 1. **Title IV certification.** If the institution participates in title IV student financial aid programs, please provide updates on the following questions:
		1. Impact of the complex substantive change on the institution’s participation in title IV HEA programs. If there is no impact, please provide documentation or verification that the institution has verified with USDE/OSFA.

Click or tap here to enter text.

* + 1. If the institution applies for a pre-acquisition review with the United States Department of Education (USDE), provide all available documentation (i.e. Application for Pre-Application Review (APAR), correspondence, approvals).

Click or tap here to enter text.

* + 1. The institution’s plans to ensure continuity of title IV and minimal disruption to students, if applicable.

Click or tap here to enter text.

* + 1. Attach the institution’s most recent Eligibility and Certification Approval Report (ECAR).
	1. If the substantive change involves changing accreditors, the Commission must have written documentation in the substantive change request form that the institution has obtained the approval of the United States Department of Education before it will include the change within the institution’s scope of accreditation. The institution must follow the requirements of 34 CFR. §600.11(a) and (b) and the Department’s procedures and obtain approval prior to submitting an application to a new accrediting agency. The institution can find more information in the Department’s Dear Colleague Letters DCL ID GEN-22-10 and DCL ID GEN-22-11, both dated July 19, 2022.

**Section E: Required Disclosures**

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|  | Yes | No |
| Regarding the proposed change in legal status, form of control, or ownership, has any current or proposed new owner(s), manager(s), or individual associated with the institution or a related entity been directly or indirectly employed or affiliated with any institution which has lost or been denied accreditation by any accrediting agency during that individual’s period of employment or affiliation? If the answer is YES, please attach a statement to this application which details the facts and circumstances surrounding the loss or denial of accreditation.  |[ ] [ ]
| Regarding the change in legal status, form of control, or ownership, has any current or proposed new owner(s), manager(s), or individual associated with the institution or a related entity been directly or indirectly employed or affiliated with any institution that has closed or entered bankruptcy? If the answer is YES, please attach a statement to this application which details the facts and circumstances surrounding that closure, bankruptcy or both as applicable. |[ ] [ ]
| Regarding the change in legal status, form of control, or ownership, has any current or proposed new owner(s), manager(s), or individual associated with the institution or a related entity associated with this substantive change been directly or indirectly employed or affiliated with any institution that has lost or been denied eligibility to participate in Federal Student Financial Aid (Title IV) programs? If the answer is YES, please attach a statement to this application which details the facts and circumstances surrounding the loss or denial of Title IV eligibility.  |[ ] [ ]
| Is any action or investigation pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state or federal regulatory or law enforcement agency) regarding any current or proposed new owner(s), manager(s), or related entit(ies) associated with this substantive change? If the answer is YES, please attach a statement to this form which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the individual and the entity involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the current or proposed new owner or manager involved. If the matter is final, provide a copy of the final action documentation. |[ ] [ ]
| Has any current or proposed new owner(s), manager(s), or individual from the institution or a related entity associated with the change in legal status, form of control, or ownership served in a similar capacity in any other school where either that individual or the school has been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act? If the answer is YES, please attach a statement to this form which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the individual and the entity which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the individual involved. If the matter is final, provide a copy of the final action documentation. |[ ] [ ]

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| CHIEF EXECUTIVE OFFICER/PRESIDENT OF INSTITUTION: |
| Name:  |  | Title: |  |
| Signature: |  | Date: |  |

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| --- |
| BOARD CHAIRPERSON OF INSTITUTION |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |

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| --- |
| CHAIRPERSON OR CHIEF EXECUTIVE OFFICER /RELATED ENTITY/PARTY IN THE TRANSACTION (IF APPLICABLE) |
| Name:  |  | Title:  |  |
| Signature:  |  | Date:  |  |
| CHAIRPERSON OR CHIEF EXECUTIVE OFFICER /PROPOSED NEW OWNERSHIP (IF APPLICABLE) |
| Name:  |  | Title:  |  |
| Signature:  |  | Date:  |  |

**Section F: Checklist and Certifications**

By signing and submitting this *Substantive Change Request Form*, the individual below certifies that:

* The *Substantive Change Policy*, *Complex Substantive Change Procedures* and *Substantive Change Guidelines* 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, and policies and procedures, and federal compliance requirements.
* The institution understands that the Commission reserves the right to reject incomplete requests.
* The institution understands that it must provide immediate notification of any outstanding information (for example, a site visit, evidence of appropriate approvals, etc.), and it is the responsibility of the institution 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