**Substantive Change Request Form**

*Effective* *Date: July 1, 2023*

**Substantial Increase in the Number of Clock or Credit Hours Awarded**

**Tier III**

A substantial increase in the number of clock or credit hours is defined as a change of at least 25 percent in the number of clock or credit hours awarded or required for the successful completion of an educational program.

**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 each question.

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

|  |
| --- |
| [ ]  Increase in Clock Hours [ ]  Increase in Credit Hours  |

1. **Program Description:**
	1. Name of program including credential level, as it appears in the institution’s catalog:

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

* 1. Provide a description of the program.

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

* 1. Provide the list of courses in the program in their current and future credit hour/clock hour designations. Include any new courses that may be added and any courses that may be removed from the program as a result of the change. (Label attachment **Course Comparison Chart)**
	2. Describe the institution’s methodology for assigning credit hours to this program of study.

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

* 1. Attach the institution’s *Credit Hour Policy*.
	2. Attach the following curriculum and course offerings for the program, including information about course sequencing:

[ ]  Curriculum (Label attachment Curriculum)

[ ]  Course descriptions (Label attachment Courses)

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

1. What is the percentage of the increase? **Click or tap here to enter text.**
2. 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 structure. (***Label attachment Timeline***)

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 about the proposed substantive change will be honestly and truthfully conveyed in public relations announcements, advertisements, and in all materials and communications.

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

1. **Faculty and/or Staffing Needs (Standard III):***:* Describe how the institution’s faculty and staff that will be impacted by 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; 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 proposed 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. **Support of the Student Experience (Standard IV):**
	1. Briefly explain how your institution’s current student support programs and services are sufficient to address the needs of the students in the new program.

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

* 1. Explain the extent to which these services will be sustained or revised/enhanced to correspond to the new program.

**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. **Educational Effectiveness Assessment Processes (Standard V):** Explain how the program will be included in the institution’s educational effectiveness assessment process. *(Label attachment Assessment*)

*(Include in a narrative: Description of how the program will participate in the institution’s educational effectiveness assessment process, including how assessment processes will specifically address learning and results used to improve effectiveness. Description of how the institution will assess the consistency of the quality of the student experience in the program. Example of evidence: Student learning assessment plan for the program).*

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

1. **Enrollment Analysis (Standard VI)**: Provide an analysis of enrollment projections for the program and three-years of enrollment projections. *(****Label attachment Enrollment Planning***)

*(Include in a narrative: Brief analysis of enrollment projections for the program)*

**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. **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**.*

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*