

Substantive Change Inquiry Form

Directions: This form is used by the ACCJC to review potential institutional changes so that colleges are not unduly burdened with the preparation of substantive change applications which may not be necessary.

Date of Inquiry:

Anticipated Start Date:

Address:

City:

State:

Zip:

Title of Application and description of Proposal:

ALO Name:

Telephone:

Email:

Type of Change – *New Program, Change in Location or Geographic Area Served, Control or Legal Status, Direct Assessment, Contractual Relationship, or Other Changes or Inquiries*
(Please select **one** that applies to your Substantive Change Application)

New Program (Please select the program that applies to your Substantive Change Application)

Baccalaureate Degree

ADT/AA/AS or Certificate

Does the College have certificates or degrees in related disciplines to the new program?

Y N

If yes, please list the related degrees/disciplines:

Will the college be allocating significant additional resources (human, fiscal, physical, technological) to start and sustain the new Program?

Y N

(If the College has related disciplines and does not need to allocate new significant resources, then only ACCJC administrative approval is needed)

If ADT, please list all ADTs that require approval:

Distance Education

Is this DE program intended to be completed fully online?

Y N

Has the College ever submitted a DE Substantive change proposal in the past?

Y N

Correspondence Education

Has the College ever submitted a CE substantive change proposal in the past?

Y N

Change in Credit Awarded

Increase or decrease in clock or credit hours

Change from clock hours to credit hours or credit hours to clock hours

Change in Location or Geographic Area served

New permanent off-campus location (programs at high schools or prisons are not considered permanent off-campus locations and are not considered substantive changes)

Is the new location owned by the College or does the College hold a long-term lease on the property (at least 5 years)?

Y N

Control or Legal Status

Change in the Control or Legal Status of the Institution

Direct Assessment

Implementation of Direct Assessment

Contractual Relationship

Contractual Relationship with a non-Regionally Accredited organization

Other Changes and Substantive Inquiries

Other Substantive Change, please describe:

**For new programs, which are not deemed as a significant departure from current college offerings, the ACCJC will grant administrative approval. A letter will be sent to the College within 5 business days.*

**If a Substantive Change is not required, a Non-Substantive Change letter will be automatically sent within 5 business days*