

# 1. Policy on Substantive Change and Notification

It is the duty of DETC Accrediting Commission to make certain that any substantive change an accredited institution makes does not adversely affect its capacity to continue to meet DETC’s Accreditation Standards.

The Accrediting Commission’s definition of “substantive change” includes the following types of changes:

- Any change in the established mission, goals, and objectives of the institution; (C.2.)
- Any change in the institution’s name; (C.25.)
- Any change in the legal status, form of control, or ownership of the institution; (C.3.)
- Any change in licensure and state approvals;
- The addition of courses or programs that represent a significant departure, in either content or method of delivery, from those that were offered when the institution was last evaluated; (C.5.)
- The contracting out to a third party of more than 25% of an educational program’s requirement;
- Any change or addition of a training site; (C.7.)
- Any significant changes in marketing activities, e.g., using sales representative for the first time; (C.11.)
- The addition of courses or programs at a degree or credential level above that which the institution was offering when it was accredited or re-accredited; (C.5.)
- A change from clock hours to credit hours; (C.5.)
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program; (C.5.)
- Any additional location geographically apart from the institution’s main facility; (C.6. or 7)
- Any changes in the institution’s financial stability; (C.8. or 10) and
- Any significant changes in active student enrollment growth.

## Action

An institution must obtain the Commission’s approval *before* the change in the institution’s scope of accreditation will be granted. Please refer to the appropriate Policy for the specific reporting requirements. The Commission will monitor institutions’ enrollment growth and take appropriate action to review an institution when its growth is such that it poses a risk of outpacing the institution’s ability to maintain compliance with any of the Standards for Accreditation. When the Commission determines, through its monitoring processes, that there has been a significant change in enrollment growth that may diminish the capacity of the institution to comply with the Standards of Accreditation, the Commission will take appropriate action, including but not limited to, requiring the institution to submit a notice of substantive change and undergo an on-site review.

## **Notification**

The institution must inform the Commission immediately of any actions it plans to take itself or actions taken against it by other agencies if those actions could affect its good standing with the Commission and/or the public. This includes the resolution of any complaints in a forthright, prompt, amicable, and equitable manner.

DETC member institutions should make periodic contact with the DETC staff to apprise them of governmental and media actions which may affect their institutions or the Commission.

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