

# 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.)
- 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), and
- Any changes in the institution’s financial stability (C.8. or 10).

## 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.

## 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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