

# 1. Policy on Substantive Change and Notification **(approved for public comment 6/3/11)**

It is the duty of DETC Accrediting Commission to make certain that any substantive change **undertaken** 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 legal status, form of control, or ownership/management of the institution; (C.3.)
- 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 addition of courses or programs at a degree or credential level ~~above~~ **different from** that which the institution was offering when it was accredited or re-accredited; (C.5.)
- **A change from clock hours to credit hours (C.28).**
- A substantial increase in the number of credit hours awarded for successful completion of a program; (C.5.)
- **An intention to seek to establish eligibility to participate in Federal student financial assistance programs; (C.15)**
- **Change in method of delivery since the last evaluation of the institution.**
- The contracting out to a third party of more than 25% of an educational program’s requirements;

## **Non-substantive (but subject to reporting to the Commission)**

- Any change in the institution’s name; (C.25.)
- Any change in licensure and state approvals;
- Any change in location or new administrative site(s); (C.4.)
- **A significant growth in the number of programs offered; (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.)
- A change or variation of credit hours; (C.5.)
- Any additional location geographically apart from the institution’s main facility; (C.6. or 7)
- Any changes in the institution’s financial condition; (C.8. or 10) and
- Any significant changes in active student enrollment growth **(more than 50% growth in most recently completed calendar year).**

## 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 to determine **if the change is extensive and** for the specific reporting requirements. The Commission will monitor institution’s enrollment growth **(through reviewing an institution’s Annual Report). If the Commission’s staff observes more than a 50% growth in active student enrollments over the past year, it will be reported to the Commission. The Commission** will take appropriate action to review an institution’s **Annual Report** when its growth is such that it poses a risk of outpacing to assess 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.~~

**When the Commission determines that any of the above listed “substantive changes” 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 undergo a comprehensive evaluation.**

## 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 **have the capacity to affect the reputation of the Commission, the institution’s good standing with the Commission and/or its acceptance by the public.** This includes the institution’s **satisfactory (to the Commission)** resolution of any complaints in a forthright, prompt, amicable, and equitable manner.

**In instances where prior approval of a substantive change is granted, an effective date will be indicated. The effective date will not be retroactive, and it must be within 30 days of the Commission’s final decision of the requested substantive change (except for changes in ownership). Change of ownership approvals will date back to the date of the sale. Notice of Commission approval will be provided to the institution no later than 30 days after the closing of the sale. The effective date of the approval will be the closing date of the sale.**

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

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