
4 Substantive Change Review and Approval Process

4.1 Eligibility for Proposal Submission

- An accredited institution is expected to complete this process sufficiently in advance of a substantive change to permit approval before the change is instituted.
- Institutions which have been declared eligible for accreditation but have not yet achieved candidate or accredited status may not initiate the substantive change approval process.
- Institutions scheduled for a comprehensive site visit may not initiate the substantive change approval process in the six-month period preceding the visit.

Note: Please see "Rationale for Requiring Approval of Substantive Changes" for proposal submission timing as it relates to a Commission accreditation sanction (page 2 of this Manual).

4.2 Sequential Steps in Preparing a Substantive Change Proposal

Step One: Establish the Need for Substantive Change

1. The first step in the process for a substantive change review is to formally communicate to the Commission's substantive change staff (via email or U.S. Postal Service) a description of the proposed change, the need for the change, and the anticipated effects.
2. Early notification enables the staff to provide information and advice about the effect of the proposed change on the accredited status of the institution and to assist the college in preparing a complete proposal.
3. Staff will suggest to the institution areas of particular concern to the Committee on Substantive Change according to the type of change being proposed.
4. After reviewing the proposed change, Commission staff will determine whether or not it is indeed substantive.
5. If the proposed change is determined to be substantive, the institution will be required to complete a Substantive Change Proposal.

Note: When the proposal is determined to be a substantive change, please refer to the ACCJC Fee Schedule that each college receives annually for the Substantive Change Fees.

Step Two: Preparing the Substantive Change Proposal

1. Once the college has established the need to prepare a Substantive Change Proposal, it should follow the "Required Format and Content of the Substantive Change Proposal." Commission staff will assist the college by