

CHANGE in EDUCATIONAL OFFERINGS

**(Substantive Changes Only)**

# INSTRUCTIONS for SUBMISSION

**General Instructions:** Complete the following Change in Educational Offerings Application and submit supporting documentation *for each new program.*

After DEAC reviews the application and selects the courses required for submission, the institution submits the applicable Educational Offerings Report based on the requested substantive change and submits the supporting documentation for off-site subject specialist review.

The Change in Educational Offerings Application fee is due at time of application submission. The institution must submit the program curriculum within 60 days, otherwise the application may expire

**SECTION 1:** Select the type of change in educational offerings and provide the requested responses.

**SECTION 2:** Provide requested responses regarding the selected change in educational offerings.

**SECTION 3:** Provide the requested program information.

**SECTION 4:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission.*

**SECTION 6:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

**Fax:** 202.332.1386

**Email:** Lissette.Hubbard@deac.org

# CHANGE in EDUCATIONAL OFFERINGS – APPLICATION

The following are considered substantive changes to educational offerings. DEAC expects that proposed programs are developed and ready for implementation at the time of the request. Check the requested substantive change below.

[ ]  **Addition of a New Degree Program in a Related Field:** This involves any addition of a new degree program in a related field of study consistent with the educational offerings reviewed when the institution was last evaluated. This substantive change also includes the addition of a concentration or major to an existing program when unique program outcomes are distinctly related to the additional field of study. (Reference DEAC Handbook, Part II, Section XIX.F.1.)

[ ]  **Addition of a New Related-Field Non-Degree Program or Vocational Program:** This involves any addition of a new non-degree program or vocational program in a related field of study consistent with the educational offerings reviewed when the institution was last evaluated. (Reference DEAC Handbook, Part II, Section XIX.F.2.)

[ ]  **Addition of a New Degree Program in an Unrelated Field:** This involves any addition of a new degree program in an unrelated field of study not currently approved within the institution’s scope of accreditation. (Reference DEAC Handbook, Part II, Section XIX.F.6.)

[ ]  **Addition of a New Program in an Unrelated-Field for a Non-Degree Program or Vocational Program:** This involves any addition of a new non-degree program or vocational program in an unrelated field of study not currently approved within the institution’s scope of accreditation. (Reference DEAC Handbook, Part II, Section XIX.F.7.)

[ ]  **Addition of a Program at a Different Degree or Credential Level:** This involves any addition of a program at a degree or credential level different from the educational offerings currently included in the institution’s scope of accreditation. (Reference DEAC Handbook, Part II, Section XIX.F.8.)

[ ]  **Addition of a New Program with an In-Residence Program Component:** This applies when the fulfillment of the learning outcomes of a course/program requires in-person delivery of curriculum, learning of certain manual skills, familiarity with specialized equipment, access to learning resources, or the application of certain techniques under professional supervision.

An institution seeking to offer a new program that requires an in-residence component completes both the Change in Educational Offerings and the In-Residence Program Component substantive change applications. An institution seeking to only add an In-Residence Program Component to an already approved program completes the In-Residence Program Component substantive change application. (Reference DEAC Handbook, Part II, Section XIX.H.)

[ ]  **Addition of a New High School Program/Courses:** Any addition of a new high school program or courses not currently approved within the institution’s scope of accreditation. (Reference DEAC Handbook, Part II, Section V.C.3.)

[ ]  **Change in Academic Units of Measurement – Significant Increase or Decrease in Clock or Credit Hours:** The alteration of a course or program that represents significant modification in the objectives or content of an approved course or program is considered a substantive change. As a general rule, this means any increase or decrease in clock or credit hours of an existing course/program from the original date of course/program approval, the date of approval of a previous substantive change to the course/program, or the most recent grant of accreditation. (Reference DEAC Handbook, Part II, Section XIX.G.2.)

[ ]  **Change in Academic Progress Measurement(s):** This involves a change in the way an institution measures student progress for any program, including whether the institution measures progress in clock hours or credit-hours, semesters, trimesters, or quarters, uses time-based or non-time-based methods, or changes to any combination of these measurements. (Reference DEAC Handbook, Part II, Section XIX.G.3. and 4.)

[ ]  **Change in Method of Delivery:** This involves any change in method of delivery from when the institution was last evaluated. (Reference DEAC Handbook, Part II, Section XIX.F.3.)

[ ]  **Contracting for Educational Delivery:** Substantive change requirements for an institution that contracts with an unaccredited organization or organization not certified to participate in the Title IV HEA programs to provide more than 25 percent of one or more of the institution’s educational programs are applicable to:

* an accredited institution that enters into a contract with another accredited organization or unaccredited entity to provide more than 25 percent up to 50 percent of one or more of the institution’s educational programs, or
* an institution certified to participate in Title IV HEA programs that enters into a contract with an institution or organization not certified to participate in Title IV programs to provide more than 25 percent up to 50 percent of one or more of the institution’s educational programs.

Note: The process for obtaining DEAC approval for contracting for educational delivery with an unaccredited organization or organization not certified to participate in Title IV HEA programs requires the Commission to approve both the proposed contract for services and the curriculum which the proposed contract is intended to cover. The Commission must approve the contract for services before it will review the curriculum proposed within the contract for educational delivery.Both the contract approval and the curriculum approval must be granted before the Commission will grant approval for the institution’s entry into the contract. (Reference DEAC Handbook, Part II, Section XIX.F.4.)

[ ]  **Contracting for Educational Delivery with an Approved AQC Provider:** Upon Commission approval, an institution seeking to improve or expand its educational offerings to students can enter into an agreement to incorporate or contract for educational delivery up to 50 percent of its curriculum with an approved AQC or Approved Quality Curriculum provider. (Reference DEAC Handbook, Part II, Section XIX.F.5.)

***Note to FSA Title IV participating institutions only:*** If the proposed program addition is for a competency-based or direct assessment program, or if the proposed program change involves changing to a competency-based or direct assessment model, the institution submits the supplemental Educational Offerings Report form related to regular and substantive interaction in addition to the Education Offerings Report for the program level.

1. Does the proposed program addition or change involve competency-based or direct assessment learning?

[ ]  Yes [ ]  No [ ]  Not Applicable, the institution is not a Title IV program participant.

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Former Names:** Insert Former Name(s)

**Provide the address for the institution’s main facility1**

| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Local Contact** |
| --- | --- | --- | --- | --- |
| Address | City | State | Zip Code | Local Contact |

1Main Facility: A geographic location that houses the headquarters of an institution. The institution provides evidence it is approved in the state for the activity that it conducts at the location.

**Provide information for other locations (if any):** Complete the chart below. Add rows as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Location Type2** | **Local Contact3** |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |

2Location Type: Other than a main facility, DEAC institutions can operate:

* Administrative Site: A separate office located geographically apart from the main headquarters location, which typically provides an off-site workplace for the convenience of institution officials who do not live near the headquarters. Neither educational programs nor instructional services to students are offered from an administrative site.
* In-Residence Component (Facility): Instruction that requires in-person delivery of curriculum, learning of certain manual skills, technical proficiency with specialized equipment, access to resources or the application of certain techniques under professional supervision. In-residence components must not exceed 49% of a DEAC-approved program.

3Local Contact: Provide contact information (full name, email address, and phone number) for an individual who is physically located at each location and able to answer location-specific questions.

**Website(s):** Insert Website Link(s)

**Main Telephone Number:** Main Telephone Number

**Institutional Mission Statement:** Insert Mission Statement

**Primary Contact:** Name of President/CEO

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

**Compliance Officer Contact:** Name of compliance officer

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

Note: This individual must have already completed the *Preparing for DEAC Accreditation* tutorial.

1. Is the institution and/or any of its programs accredited by any other accrediting organizations (institutional or programmatic)?

[ ]  Yes [ ]  No

If yes, list the name of each accrediting organization, date of original accreditation, and the most recent action by the accrediting organization.

Insert Response

1. Has the institution ever been denied accreditation, had its accreditation terminated, or voluntarily resigned its accreditation from any accrediting organization, including DEAC?

[ ]  Yes [ ]  No

If yes, please list the organization, date of action, and include an explanation of the action made by the accrediting organization.

Insert Response

1. Does the institution have any pending accrediting action by any accrediting organization?
[ ]  Yes [ ]  No

If yes, please include an explanation.

Insert Response

## SECTION 2: PROPOSED CHANGE in EDUCATIONAL OFFERINGS

1. Provide a detailed narrative of the rationale for the proposed change in educational offerings.

Insert Response
2. Describe how the proposed change in educational offerings supports the institutional mission.

Insert Response
3. Describe the institution’s target student population as a result of the proposed change in educational offerings.

Insert Response
4. Describe any anticipated changes to the institution’s academic infrastructure required to support the change in educational offerings.

Insert Response
5. Describe the institution’s market research and findings related to the proposed change in educational offerings.

Insert Response
6. Does the proposed change in educational offerings result in students being eligible for specific licensure examinations?

[ ]  Yes [ ]  No

If yes, provide information on any related programmatic accreditation or professional licensure examinations.

Insert Response

## SECTION 3: NEW PROGRAM ADDITION INFORMATION

If applying for addition of a new program, answer the following questions. If not, respond “not applicable” and proceed to questions related to existing program changes.

1. Provide the proposed program name.

Insert Response

1. State the total number of program clock/credit hours.

Insert Response

1. State the program length (in weeks, months, or years).

Insert Response

1. Provide the program method of delivery (correspondence, online, or hybrid).

Insert Response

1. Provide the language the program is offered in (e.g., English, Spanish, Vietnamese).

Insert Response

## SECTION 3: CHANGES TO EXISTING PROGRAM INFORMATION

If applying for changes to an existing program, complete the questions below. If applying for addition of a new program, respond “not applicable”.

1. Provide the program name.

Insert Response

1. Describe the proposed changes to the program.

Insert Response

1. State the current total number of program clock/credit hours and describe any changes proposed.

Insert Response

1. State the current program length (in weeks, months, or years) and describe any changes proposed.

Insert Response

1. Provide the current program method of delivery (correspondence, online, or hybrid) and describe any changes proposed.

Insert Response

1. State whether program is offered in semesters, trimesters, quarters, or otherwise, if the program is time-based or non-time-based, and describe any changes proposed.

Insert Response

1. Provide the current language the program is offered in (e.g., English, Spanish, Vietnamese) and describe any changes proposed.

Insert Response

## SECTION 4: INSTITUTIONAL AFFIRMATIONS

Accreditation is a voluntary, peer review process. The institution assumes the burden of proof in demonstrating that its curricula are within DEAC’s recognized scope of authority and that all policies and procedures meet DEAC accreditation standards.

The president/CEO submits this application for the institution seeking the above noted change in educational offerings and affirms the following:

|  |  |
| --- | --- |
| [ ] ☐ | The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorities (or their equivalent for non-U.S. institutions). The institution is in compliance with all applicable local, state, and federal requirements. Exemptions from state law are supported by state-issued documentation or by express statutory/regulatory language. Should an institution lose its state licensure in its state of domicile for any reason, DEAC accreditation of an accredited institution is automatically withdrawn as of the date of the loss of state licensure. Such a withdrawal of accreditation may be appealed by an institution pursuant to DEAC’s appeal procedures. In any such situation, the institution shall not be entitled to receive any refund of fees already paid to DEAC nor shall DEAC have any liability to the institution associated with the termination of the substantive change application/evaluation process. |
|[ ]  The institution has clearly articulated outcomes for its educational offerings and has an ongoing outcomes assessment program in place designed to measure student achievement and satisfaction. |
|[ ]  The institution documents, through audited comparative or reviewed comparative financial statements that cover its two most recent fiscal years, that it is financially sound and can meet its financial obligations to provide instruction and service to its students. All financial statements submitted to DEAC are prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. If the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement. |
|[ ]  The institution demonstrates that its name is free from any association with any activity that could damage the standing of DEAC or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers. |
|[ ]  The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. Ongoing state, federal or local indictments, enforcement activities, or other censure against an institution, an institution’s owners, governing board members, officials, and administrators must be promptly disclosed by an institution to DEAC regardless of whether initiated before or during the period in which an institution is applying for accreditation or reaccreditation and during any period during which an institution is accredited by DEAC (Section XI.B). The notice should include an explanation from the institution as to the circumstances giving rise to the governmental action and why the governmental action should not result in a declaration of ineligibility under this section and/or a violation of Standard X. Upon receipt of the notice, the Commission may, in its sole discretion, initiate investigative proceedings and/or make a determination that the governmental action places the institution in violation of this eligibility criterion and of Standard X. |
|[ ]  The institution, and its corporate affiliates, are free from any pending or final action brought by a state agency or recognized accrediting agency to (1) suspend, revoke, withdraw, or terminate any one or more of such entities’ legal authority to operate or (2) deny accreditation or renewal of accreditation to one or more of such entities.  |
| *The institution’s owners, governing board members, officials, and administrators understand that, in applying for accreditation, the institution:* |
| [ ]  | Voluntarily submits itself for review and decision by the Distance Education Accrediting Commission of its qualifications. |
|[ ]  Has reviewed the accreditation standards and supporting materials. |
|[ ]  Has the opportunity, as a part of the accreditation process, to demonstrate it meets all accreditation standards and assumes the burden of proof to document this compliance. |
|[ ]  Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering questions, and providing information to the Distance Education Accrediting Commission and designated evaluators. |
|[ ]  Voluntarily accepts responsibility to comply with the accreditation standards and fulfill all the obligations of an accredited institution. |
|[ ]  Agrees to remain in compliance with all requirements set forth in the *DEAC Accreditation Handbook* and Bylaws. |
| [ ]  | Agrees to cooperate with DEAC in all aspects of the accreditation process, including, as applicable, DEAC’s policies and procedures for conducting on-site or virtual site visits, and in facilitating surveys and inquiries to students, recruiting personnel, state and federal consumer and regulatory agencies, employers of graduates, and other individuals, agencies, or groups that may have an opinion about the institution, its programs, or its services. |
| [ ]  | The institution acknowledges that accreditation information may be shared with other accrediting organizations, government entities, and the public in accordance with DEAC policies and procedures and applicable federal and state laws and regulations. |

## SECTION 5: DOCUMENTATION

* Non-refundable Change in Educational Offerings Application Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar). Insert Date Fee was Mailed
* Provide approval of the proposed change from the state or applicable regulatory agency.
* Timeline for implementing the proposed change in educational offerings (e.g., first course offering, first course completion, first anticipated graduate).
* *DEAC Educational Offerings Information Sheet* for the new program only.

## SECTION 6: CERTIFICATION

I certify that all of the information contained on this application and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date