

XX. NON-SUBSTANTIVE CHANGES

Non-substantive changes are those changes that require **review and** confirmation by DEAC **staff** prior to implementation but do not require prior approval by the Commission as is the case for substantive changes. **Institutions submit the Non-Substantive Change Request Form, associated fee payment, and a letter providing any required documentation or information.** Upon review of ~~the notification of~~ the non-substantive change **request**, DEAC may require the submission of a substantive change application or other documentation to demonstrate that the change conforms with the standards of accreditation. **The Non-Substantive Change Request Form and associated fees information can be found on the DEAC website.** The following are non-substantive changes:

- A. **Change of President/Chief Executive Officer:** When an institution makes a change in its president/CEO, defined as the replacement of the senior-level executive of the institution since the last accreditation evaluation, it must notify the Commission as soon as possible. The institution must submit ~~a Letter of Notice to the director of accreditation. The letter must provide a~~ **the Non-Substantive Change Request Form and a letter providing** a full explanation of when the change of president/CEO is being made, why it is being made, and how the change will affect the institution's capacity to continue to meet all DEAC accreditation standards.

The institution provides documentation on the qualifications of the new president/CEO and a summary of the job description. The institution agrees that, as part of the change of president/CEO, the new president/CEO may be subject to a background check by DEAC, which may include, but not be limited to, DEAC surveys of state educational oversight agencies, federal departments and agencies, and consumer protection agencies, as well as looking at credit history, prior bankruptcy, criminal background, debarment from Federal Student Assistance Title IV Programs, closing of educational institutions in which they were managers or principals, or loss of accreditation or state approval to operate an educational institution.

Additional consideration may be required if the background of the proposed new management raises questions concerning compliance with DEAC Standard X as to his/her qualifications.

- B. ~~**Degree Program or Non-Degree Course Name or Title Revision:**~~ **Program or Course Revisions:** ~~Institutions submit a letter to the director of accreditation~~ **Institutions seeking to change the title, code, content, requirements, or structure of an existing program or course must submit the Non-Substantive Change Request Form, associated fee payment, and a letter providing the requested information as outlined in the circumstances listed below: ~~the reason for the change under either of the following circumstances:~~**
1. **Program Title Revisions:** ~~A degree-granting~~ **An institution that changes the title of a degree program ~~or course~~ without ~~substantively~~ changing the instructional content, objectives, or courses comprising the program.**
  2. **Course Title Revisions:** ~~A non-degree-granting~~ **An institution that changes the ~~name of a program~~ title or code of a course without ~~substantively~~ changing the instructional**

content or objectives of the course.

The institution submits a letter providing the reason for the change and certifies that ~~these are~~ the title or code changes are the only revisions to the ~~degree-program or non-degree program~~ or course.

3. **Existing Program Revisions:** An institution that makes changes to the core course content, sequence, requirements, or structure of an existing program without substantively changing the outcomes.

The institution submits a letter providing the reason for the change(s), a curriculum map identifying and comparing the current and proposed program elements, and a statement certifying that the program remains aligned with its accredited scope.

4. **Adding a Specialization/Emphasis/Concentration to an Existing Program Comprised of Courses Already Approved:** Institutions may determine that it is appropriate to organize existing courses within an existing program into a specialization, emphasis, or concentration. The specialization, emphasis, or concentration does not introduce a new field of study or have unique program outcomes.

The institution submits a letter providing the rationale for the implementation; a curriculum map establishing the courses comprising the specialization/emphasis/concentration; and a statement certifying that the courses used to create the focus area are the same courses approved by DEAC as part of the approved program.

DEAC reserves the right to direct the institution to the substantive change process when it appears that the change notifications outlined above represent a significant departure from its accredited scope ~~or from the content of the program or course at the time of its initial approval.~~

- C. **Certificate Program Containing Courses Already Approved:** ~~Degree-granting and non-degree-granting~~ Institutions may determine that it is appropriate to create a certificate program to meet a specific marketplace need ~~containing~~ comprised of existing, already approved courses. ~~already approved.~~ Courses comprising the new certificate program must be ~~Institutions may create certificate programs containing already approved courses that are~~ exactly the same (*e.g.*, require proctored exams, the same assignments, the same exams) as those offered in an already approved program and which would allow students to apply earned credits towards another program. The institution ~~submits a letter to the director of accreditation that provides~~ must submit the Non-Substantive Change Request Form, associated fee payment, and a letter providing:

1. the rationale for the implementation;
2. a curriculum map outlining the scope and sequence of the courses for the certificate-level credential;

3. a description of program outcomes;
4. evidence that offering the certificate-level credential is aligned with industry requirements for entering or advancing in a profession; and
5. a statement certifying that the courses used to create the certificate program are the same courses approved by DEAC as part of the approved program.

DEAC reserves the right to direct the institution to the substantive change process when it appears that the ~~change notification~~ proposed certificate represents a significant departure from its accredited scope.

**D. Changing General Education Requirements or Eliminating a Major Thesis Requirement:**

An institution changing general education requirements or eliminating a major thesis requirement submits ~~a letter to the director of accreditation~~ the Non-Substantive Change Request Form, associated fee payment, and a letter outlining the change, ~~and~~ the reason for the change, and certifying that these are the only revisions to the course or program.

**E. Contracting for Educational Delivery with an Approved AQC Provider, Accredited Institution, or Other Entity:**

An institution can enter into an agreement to contract for educational delivery of up to 25 percent of its curriculum with an Approved Quality Curriculum (AQC) provider, an accredited institution, an entity that does not have accreditation, or organization not certified to participate in Title IV HEA programs by submitting ~~a letter to the director of accreditation~~ the Non-Substantive Change Request Form and a letter listing the acquired courses, the courses that will be replaced, the reason for the change, and the faculty responsible for reviewing and providing instruction and certifying that these are the only revisions to the course or program.

DEAC reserves the right to direct the institution to the substantive change process when it appears that the contracting for educational delivery is not with an appropriately accredited institution.

**F. Adding Courses:**

If an institution adds courses similar to its existing educational offerings within its DEAC-accredited scope, it submits ~~a letter to the director of accreditation, including~~ the Non-Substantive Change Request Form, associated fee payment, and a letter providing the following information for each course:

- name and number of the course;
- number of credits awarded;
- core/elective designation;
- course description;
- faculty and their qualifications to teach the course (submit résumé or curriculum vitae); and

- a rationale for the addition that explains the alignment with existing programs and institutional mission.

DEAC expects that ~~any~~ proposed courses are developed and ready for implementation at the time of the request. DEAC reserves the right to direct the institution to the substantive change process when it appears that the ~~change notification~~ proposed course represents a significant departure from its accredited scope.

- G. **Discontinuing Courses or Programs:** If an institution decides to discontinue a course or program, it submits ~~a letter to the director of accreditation~~ the Non-Substantive Change Request Form and a letter explaining the reasons for the change. Programs being discontinued require the inclusion of a program teach-out plan and information on the number of currently enrolled students.
- H. **Division Identity:** Institutions seeking to organize existing programs into a division that clearly delineates the relationship to the parent institution must ~~notify the Commission in writing and provide~~ submit the Non-Substantive Change Request Form, associated fee payment, and a letter providing a complete description of how the institution will disclose the division as part of the broader educational offerings. Institutions seeking to add a division under a parent institution that establishes a discrete identity from the parent institution must apply for prior approval of a substantive change and submit the Application for a Division – Part I.

DEAC requires that any separately advertised division be listed in the DEAC Directory of Accredited Institutions.

- I. **Closure of an Administrative Site:** When an institution decides to close an administrative site, it submits (at least 30 days prior to the closure) ~~a letter to the director of accreditation~~ the Non-Substantive Change Request Form and a letter providing the following information:
1. Name, address, and telephone number of the site.
  2. The date and reason(s) for closing the administrative site.
  3. Personnel names, titles, and job descriptions affected by the closing.
  4. Information explaining what duties were carried out at the administrative site and where those duties will be carried out in the future.
  5. Information on any significant changes in courses/programs or educational services, student support services, etc., resulting from the closure of the administrative site.
  6. Information on changes to any advertising and promotional materials (including website) resulting from the closure of the administrative site.
  7. If any official documents were kept at the administrative site, explain when and where the records will be transferred.
  8. Evidence that the institution has properly notified the appropriate licensing, authorizing, or approving state educational agency concerning the closure of the administrative site.