

## Substantive Change Policy

### Actions Initiated by Other Agencies

- a. Any pending or final action brought by other agencies
  1. US Department of Education recognized accrediting agencies
  2. State agencies governing post-secondary education
- b. Any probation or an equivalent status brought by other agencies
  1. US Department of Education recognized accrediting agencies
  2. State agencies governing post-secondary education

In the event of any action as identified above:

1. The institute or program will notify the Board of Trustees within thirty (30) days.
2. The Board of Trustees will take appropriate action.

### Action Initiated by Institute or Programs

The ACPEinc considers the following to be substantive changes. If any institute or program will initiate an action outlined below, it must report its intention in a timely manner to the ACPEinc. Substantive change actions that will require prior approval from the Board of Trustees before the change can be implemented are identified with an asterisk (\*). Other substantive changes may be implemented without prior approval; but the Board of Trustees may immediately place the institute or program on Provisional Status pending its further action.

- a. Any change in the established mission or objectives of the institute or program.\*
- b. Any change in the legal status, form of control, or ownership of the institute or program.\*
- c. The addition of courses or programs that represent a significant departure, in either content or method of delivery, from those that were offered when ACPEinc last evaluated the institute or program.\*
- d. A twenty percent or greater increase in the number of clock hours awarded for successful completion of a program.
- e. The establishment of an additional location geographically apart from the home site at which the institute or program offers at least 50 percent of an educational program.

f. Moving an institute or program to a new location.\*

1. Mission:

The institute or program must provide:

- a. The new mission statement and the rationale for changing the mission of the school.
- b. Documentation that the institute or program provided an opportunity for the administration, faculty, and staff to discuss and provide input on the proposed mission statement.
- c. Documentation that identifies any additional faculty, facilities, and equipment that will need to be procured as a result of the new mission statement.
- d. Documentation that identifies any impact the new mission statement will have on the financial resources of the institute or program.

2. Legal Status, Control, or Ownership:

The institute or program must provide, as appropriate (if a section is not appropriate, the institute or program must identify the subsection and state that it does not apply):

- a. The entity that will assume control of the institute or program.
- b. Documentation regarding the financial capability of the entity that will assume control of the institute or program or program. Documentation will include audited financial statements for the most recently ended fiscal year.
- c. The rationale for the change of legal status, ownership or control.
- d. Information on whether the proposed new owner or manager has been directly or indirectly employed or affiliated with any school that has closed without appropriately completing the education or training program for all enrolled students (e.g., an orderly teach-out plan/agreement) or entered into bankruptcy during that individual's period of employment or affiliation.
- e. Whether the entity assuming control of the institute or program or program is currently or has been involved in a legal action by a State or Federal agency.
- f. A detailed description of the proposed ownership structure that includes:
  1. An organization chart that sets forth a precise breakdown of the proposed new ownership structure including a percentage ownership breakdown of each entity in the chain of ownership, up to and including the individual(s) who own the ultimate ownership entity in the chain of ownership

2. A list of all board members, managers, and/or partners affiliated with each entity disclosed in the organization structure that is proposed to acquire the school that includes a description as to how each individual's experience and background prepares them to oversee the operation of an accredited school and assures the likelihood that the school will remain in compliance with accreditation standards after the ownership changes.

3. Addition of courses or programs OR a change in the method of delivering courses or programs.

For adding courses or programs, the institute or program must provide:

- a. A list of the courses/programs that are being proposed along with a detailed outline of the content for each course proposed.
- b. The rationale for adding the courses/programs.
- c. What impact, if any, the new courses/programs will have on current students.
- d. If offering a new program, a detailed description any new facilities, faculty, and equipment that will have to be procured.
- e. Documentation that addresses the financial impact, if any, that will occur when the new courses/programs are implemented.

For Changing the Method of Delivery the institute or program must provide:

- a. A description of the new method of delivery (if the new method of delivery of courses is via distance education, please review the ACPEinc's distance education policy and standards and provide a response demonstrating compliance with each distance education standard).
- b. The rationale for changing the method of delivery.
- c. A description of any faculty training that will be required to implement the new delivery method as well as documentation that the staff and faculty have or will receive the required training.
- d. What impact, if any, the new courses/programs will have on current students.
- e. Identify any new facilities, faculty, and equipment that will have to be procured as a result of the new delivery method.
- f. Identify the financial impact, if any, which will occur when the new course/program is implemented as well as the impact for the following three years.
- g. Documentation demonstrating that the institute or program has the financial resources to implement the new delivery method.

4. Twenty Percent or Greater Increase in Clock

Hours: The institute or program must provide:

- a. A description of the hourly increase for each course or the length of new courses added to the curriculum.
- b. The rationale for increasing the program length.
- c. The impact the change will have on the faculty, financial resources, or facilities of the institute or program or program.
- d. A narrative discussing the impact the change will have on students currently enrolled in the education program.

5. The Establishment of an Additional Location Geographically Apart from the Home Site:

The institute or program or program must provide:

- a. A description of all courses and/or programs that will be offered at the new location.
- b. The location and detailed drawings of the facility that will be used to deliver the educational program.
- c. Documentation from the state or appropriate regulatory agency for the addition of the proposed additional location.
- d. The rationale for opening the new location.
- e. A projected budget required to operate the new facility. The budget must include all expenses related to the new location including staff, faculty, equipment, supplies, and utilities.
- f. Documentation that the institute or program or program has sufficient financial resources to operate the new location.
- f. An explanation of how the institute or program or program will manage, control and supervise the new location
- g. A description of how student services will be provided to incoming students.
- h. A list of all positions that will be required to staff the new location.

6. Moving an institute or program to a new location. The institute or program must provide:

- a. The rationale for relocating the institute or program.
- b. The location and drawings of the facilities that will be used to deliver the educational program.

- c. The impact that relocating will have on the faculty, currently enrolled students, and staff.
- d. How the institute or program plans to maintain the continuity of delivering the education program to currently enrolled students during the relocation.
- e. Documentation identifying the financial impact – on the institute or program and on the students – that will result from the relocation.
- f. Documentation that demonstrates that sufficient financial resources exist to cover the expense of the relocation, and that the expense will not negatively impact the quality of education provided to students.

With regard to:

- a. The establishment of an additional location that is geographically apart from the home site;
- b. A change in ownership or control; or
- c. The relocation of an institute or program;

The Board of Trustees of the ACPEinc will conduct a site visit within six months after each of the above actions has occurred. The visit will ensure that appropriate staffing, facilities, and services are in place to deliver all courses and programs offered at the location.

Failure to request prior approval for a substantive change action can result in sanctions against an institute or program or program/program including removal of accreditation.

Approved by Board of Trustees 03 November 2010; amended 21 July 2015; 08 April 2017