

Substantive Change Proposal Form

This substantive change proposal form applies to all substantive changes other than the addition of new programs.

If you are adding a new program or credential, please STOP and use the Substantive Change Proposal for Addition of Program/s form instead.

* Required

Basic Information

1. Institution name *

2. City and state or province *

3. Please check which type of substantive change you are proposing (choose all that apply) *

- ☐ 1a. Any substantial change in the established mission or intended outcomes of the institution or its programs.
- ☐ 2d. Introduction of an alternative Bible/Theology Studies requirement where 50% or more of the requirement is met through means other than Biblical Studies and/or Theological Studies courses.
- ☐ 2e. Entering into a written arrangement under which an institution or organization not certified to participate in the Title IV, Higher Education Act (HEA) programs offers more than 25% but less than 50% of one or more of the accredited institution's degrees, certificates, or diplomas. (The institution issuing the credential must offer 50% or more of the degree or certificate.) This does not apply to transfer articulation agreements.
- ☐ 2f. Entering into a written arrangement under which another accredited institution or consortium of accredited institutions offers more than 25% but less than 50% of one or more of the institution's degrees, certificates, or diplomas. This does not apply to transfer articulation agreements.
- ☐ 2g. First offering of competency-based education courses up to 49% of a program.
- ☐ 2k. A change in the way an institution measures student progress, including whether the institution measures progress in clock hours or credit hours, semesters, trimesters, or quarters, or uses time-based or non-time-based methods.
- ☐ 2l. A substantial increase in the number of clock hours or credit hours awarded, or an increase in the level of credential awarded, for successful completion of a program.
- ☐ 2m. Acquisition of another institution, or program or location of another institution.
- ☐ 2n. Addition of a permanent location at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their program of study.
- ☐ 2o. Participation in the federal Prison Education Program (PEP) providing Pell Grant access to confined or incarcerated students (requires a site visit within one year of implementation).
- ☐ 3a. Initiation/discontinuation of a formal relationship with a denomination or fellowship.
- ☐ 3b. Change in ownership. Changes that constitute a change of ownership include, but are not limited to, merger, acquisition, change in legal status, or change in governance (requires a site visit within 6 months of implementation).
- ☐ 3c. Entering into a joint venture (i.e., shared operations and/or programs partnership) with another accredited institution.
- ☐ 4a. Relocation of the main campus (requires a site visit within 6 months of implementation).
- ☐ 4b. Initiation or relocation of an additional location where 50% or more of a degree, certificate, or diploma may be earned by face-to-face courses, hybrid courses, or a combination of both (requires a site visit within 6 months of implementation).
- ☐ 4c. Initiation of an educational site at a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional institution (requires a site visit within 6 months of implementation).
- ☐ 4d. Addition of the first credential where a student may complete 50% or more at a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other correctional institution if not reviewed when site was initiated.
- ☐ 4e. Initiation or relocation of a branch campus (requires a site visit within 6 months of implementation).
- ☐ 4f. Discontinuation of a branch campus or an additional location where 100% of a degree, certificate, or diploma may be earned (requires submission of a teach-out plan and, if practicable, a teach-out agreement for affected students).
- ☐ 4g. Initiation of a pre-approval waiver for additional locations beyond three, which may be submitted along with the substantive change proposal for a third additional location. See the Policy and Procedures for Educational Sites Geographically Separate from the Main Campus for additional requirements.
- ☐ 5a. First offering of courses using a new instructional modality (e.g., distance education, correspondence education, or mixed modality).
- ☐ 5b. Reaching the 50% threshold for distance education evidenced by one of the following triggers:
- ☐ i. Addition of the first credential where a student may complete 50% or more through distance education

- ☐ ii. Enrollment of 50% or more of the institution's students in distance education. A student is considered "enrolled in distance education" if he or she enrolls in at least one course offered through distance education.
- ☐ iii. Offering 50% or more of the institution's courses through distance education.
- ☐ 5c. Addition of the first credential where a student may complete 50% or more face-to-face, by mixed modality, or through correspondence education.
- ☐ 5d. Addition of the first credential where a student may complete 50% or more via a delivery method not in use for an existing federal Prison Education Program (PEP).
- ☐ 6a. Planned closure of the institution with at least six months' notice.
- ☐ 6b. Unplanned closure within six months. (Failure to provide at least six months' notice of closure to the Commission and to constituents is considered an unplanned closure and may result in negative or adverse Commission action.)
- ☐ 7a. A change in an existing degree's, certificate's, or diploma's method of delivery.
- ☐ 7b. An aggregate change of 25% or more of the clock hours, credit hours, or content of a degree, certificate, or diploma since the last comprehensive review.
- ☐ 7c. The development of customized pathways or abbreviated or modified courses or programs to (1) Accommodate and recognize a student's existing knowledge, such as knowledge attained through employment or military service; and (2) close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or program.
- ☐ 7d. Entering into a written arrangement under which an institution or organization not certified to participate in the Title IV, HEA Programs offers any portion of one or more of the accredited institution's degrees, certificates, or diplomas (see 34 CFR 668.5 at <https://gov.ecfr.io>). This does not apply to transfer articulation agreements.
- ☐ 7e. Submission of an application to the U.S. Department of Education to change Title IV gatekeeper.
- ☐ 7f. Initiation of an extension site where less than 50% of a degree, certificate or diploma may be completed.
- ☐ 7g. Each offering of programs where 50% or more of a degree, certificate, or diploma may be completed by distance education (online), correspondence education, mixed modality, or competency-based education by the course/credit approach.

4. One sentence description of proposed change *

5. Date of implementation/planned implementation *

6. If a new location is a part of the proposed change, please indicate the full street and mailing addresses of the location/s:

Scope of Change

7. Has the institution been on warning, probation, show cause, or provisional certification for Title IV, HEA Programs at any time in the last 3 years? *

☐ Yes

☐ No

Context of Change

8. Describe the proposed change. *

9. Describe the rationale for this proposed change, including any needs analysis that was conducted. *

10. Do any of the conditions below apply to the institution? Please select all applicable items. *

- ☐ Is the institution currently under or recommended for a negative status or adverse action with any other institutional or specialized accrediting agencies, (e.g., warning, probation, show-cause, withdrawal, etc.)?
- ☐ Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Dept. of Education or other federal or state government agencies?
- ☐ Has the institution's senior leadership or board membership experienced significant turnover in the past year?
- ☐ Is the institution experiencing any other significant issue not identified above that might affect its ability to implement the proposal?
- ☐ None of These Apply

11. Explain any "yes" answers to the items above in the previous question.

Planning for Change

12. Specify the timeline that will be used to implement the change. *

13. What controls are in place to ensure that the information presented to all constituencies in advertising, digital media and other communications will be accurate? *

14. Identify Commission Standards, policies, and procedures relevant to this change and describe how implementation will ensure compliance with those requirements. *

15. Identify any concerns listed in the action letter following the institution's last comprehensive evaluation visit as well as the most recent action letter (if applicable) from the Commission and address how this change will impact those prior concerns. *

Curriculum

16. **Curriculum Documentation (If Applicable):** Attach documentation of the program/s description and curriculum including all courses, credit hours, and course descriptions for any relevant programs related to the change proposal.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 1 Brief Description" where "YYYY" is the year, "Institution" is the institution name, "ST" is the state or province, and "Brief Description" is a very short title to the document. If there are multiple files for this one item, use the pattern 1a, 1b, 1c, etc.

Upload Here: https://abhe-my.sharepoint.com/:f/g/personal/michael_jackson_abhe_org/Er5EwNRI2mllvs23DJSfFBEB_QpZFgt0KRt3x4UDvuC3rg

17. How have the intended instructional modalities of the program/s been considered in the development of faculty, resources, and services for the proposed change (if applicable)?

18. How have the research needs of faculty and students been considered for the proposed change (if applicable)?

19. How have the needs of students been considered in the development of student services for the proposed change (if applicable)?

Outcomes and Assessment

20. Describe the process and measures the institution will use to document the achievement of its intended outcomes. *

21. What will be the timeline for assessing these outcomes on a regular basis? *

22. **Outcomes Assessment Documentation:** Attach any assessment planning or reporting documentation that will be used in the assessment of the program/s.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 2 Brief Description". If there are multiple files for this one item, use the pattern 2a, 2b, 2c, etc.

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Personnel Impact

23. Describe adjustments in appropriately credentialed faculty necessary to accomplish the proposed change. List any new, changed, or eliminated faculty positions. *

24. **Faculty Changes Documentation:** Attach documented evidence of qualifications and experience for faculty additions or change, if applicable.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 3 Brief Description". If there are multiple files for this one item, use the pattern 3a, 3b, 3c, etc.

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25. Describe adjustments in administration and support staff necessary to accomplish the proposed change. List any new, changed, or eliminated administrative support staff positions. *

26. **Administrative and Support Staff Changes Documentation:** Attach documented evidence of qualifications and experience for administrative personnel additions or changes, if applicable.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 4 Brief Description". If there are multiple files for this one item, use the pattern 4a, 4b, 4c, etc.

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Resource Impact

27. Briefly overview the financial impact of the intended change over the first three years of implementation. *

28. **Financial Impact Documentation:** Attach documented evidence of revenue and expense projections for the first 3 years of implementation of the change. Ensure that direct and indirect expenses are accounted for. Provide evidence in spreadsheet or chart form with the relevant line items and totals.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 5 Brief Description". If there are multiple files for this one item, use the pattern 5a, 5b, 5c, etc.

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29. How does the institution ensure that financial planning and budgeting for the change are realistic (projected budgets, recent audit reports, revenue streams, cost of facilities, and projected facility and equipment costs)? *

30. Provide a brief analysis of the enrollment projections that were utilized in financial planning. *

Third Parties and Related Entities

31. Does this substantive change involve a third party or related entity(ies) in any aspect of the change? *

☐ Yes

☐ No

32. If this substantive change involves a third party or related entity, describe the institution's relationship with the related entity(ies) and their role in the substantive change, particularly in the delivery of any educational program.

33. If this substantive change involves a third party or related entity, are the related entity(ies) in question certified to participate in Title IV, Higher Education Act (HEA) programs?

☐ Yes

☐ No

34. If this substantive change involves a third party or related entity, please attach the written documentation of the arrangement (Memorandum of Understanding, etc.).

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 6 Brief Description". If there are multiple files for this one item, use the pattern 6a, 6b, 6c, etc.

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Approvals

35. **Presidential Approval Letter:** Attach a brief, signed and dated cover letter from the President authorizing the submission of the substantive change proposal.

Name the document "[YYYY.SC](#) Institution (ST) Exhibit 7 Brief Description". If there are multiple files for this one item, use the pattern 7a, 7b, 7c, etc.

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36. **Internal Approval Policy/ies:** Attach documentation and/or policy statements at the institution that describe the internal approvals required for the change.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 8 Brief Description". If there are multiple files for this one item, use the pattern 8a, 8b, 8c, etc.

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37. **Internal Approval Evidence:** Attach documented evidence confirming all internal approvals have been obtained. All required internal approvals must be obtained before the substantive change proposal may be submitted.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 9 Brief Description". If there are multiple files for this one item, use the pattern 9a, 9b, 9c, etc.

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38. **State/Provincial Approval Evidence:** Attach documented evidence confirming all state and/or provincial approvals have been obtained. If no approval is required or the state/provincial approval requires accreditor approval first, attach supporting evidence (correspondence with state officials, applicable state regulations, statutes, etc.)

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 10 Brief Description". If there are multiple files for this one item, use the pattern 10a, 10b, 10c, etc.

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39. **Other External Approval Evidence:** If applicable, attach any other required approvals for the change from other accrediting agencies, licensing entities, foreign countries, denominations, etc.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 11 Brief Description". If there are multiple files for this one item, use the pattern 11a, 11b, 11c, etc.

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40. If the institution participates in Title IV student financial aid programs with the United States Department of Education (USDE), will the institution apply for certification to participate in Title IV programs or submit a change to the E-App related to this substantive change?

☐ Yes

☐ No

Additional Documentation (Optional)

41. Upload any additional documentation relevant to the change that you feel is necessary to include but did not fit into previous upload prompts, if applicable.

Name the document/s "[YYYY.SC](#) Institution (ST) Exhibit 12 Brief Description". If there are multiple files for this one item, use the pattern 12a, 12b, 12c, etc.

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Expected Impacts

42. Project the impact of this proposal on the historical purpose, nature, culture, organization, and/or stakeholders of the institution. *

43. Project the impact of this proposal on the number and types of students served. *

44. Project the impact of this proposal on the programs offered by the institution. *

45. What change will occur in the mission statement (and other institutional mission-related documents) or written outcomes of educational programs at the institution? *

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