

## Substantive Change Information for Accreditation Liaison Officers

In a commitment to continuous improvement and student success, ACCJC encourages its member institutions to find innovative ways to evolve to meet the needs of students and their missions. ACCJC is here to support those innovations through [Substantive Change](#). Whether you are new to your position as Accreditation Liaison Officer or simply have not gone through the process in a while, this brief primer will assist you in successfully navigating the Substantive Change process.

Defined by federal regulations, a substantive change is one that significantly affects quality, mission, scope, or control at an institution. Specifics about the categories of changes, as well as the steps in the substantive change process, can be found in the [ACCJC Substantive Change Manual](#), but the broad classifications are as follows:

- Change in mission, objectives, scope, or name of the institution
- Change in the nature of the constituency served
- Change in the location or geographic area served
- Change in the control or legal status of the institution
- Change in the programs or their mode of deliver that represents a significant departure from current practice
- Change in credit awarded
- Implementation of direct assessment
- Contractual relationship with a non-accredited organization
- Implementation of a baccalaureate degree program

To begin this process, the institution's ALO must complete the [Substantive Change Inquiry Form](#). This document allows ACCJC staff to determine whether the proposed change qualifies as substantive, can be affirmed through administrative approval, or requires review and approval from the ACCJC Substantive Change Committee.

Should the proposed change need to go before the Substantive Change Committee, ACCJC will provide the ALO with a full, targeted, up-to-date application, and the college will be invoiced for the process, per the [ACCJC Fee Schedule](#). Applications and corresponding fees must be received at least 30 days before a meeting to be reviewed for approval, and upcoming meeting dates by semester are posted on our [Substantive Change](#) page.

ALOs should contact the staff liaison assigned to their institution or email [substantivechange@accjc.org](mailto:substantivechange@accjc.org) with any questions or requests for further information. We are happy to assist you.

As always, the Commission greatly appreciates your commitment to your students and to responsive and innovative higher education.