Guidelines for Reporting Substantive Change

The *CEA Policies and Procedures* provide the detailed substantive change policy, including possible Commission actions; the complete policy is available at www.cea-accredit.org.

Reporting Substantive Change

All accredited programs and institutions must promptly notify CEA in writing of any proposed substantive change in the program or institution since the most recent CEA accreditation review. This advance notice must be made prior to the change being implemented and must be reported using these Guidelines for Reporting Substantive Change document that each site receives with its letter of accreditation and with the annual report package. The report must include a thorough explanation of any proposed change and a list of affected standards with an explanation of how they will continue to be met following the change. The proposed change must be approved by the Commission prior to the change being included in the grant of accreditation. The types of substantive changes that must be reported prior to the change taking place include, but are not limited to, the following:

a. any change in ownership, legal status or form of control, including a change in the relationship with departments within a host institution (request the "Application for continuance of accreditation" form from CEA and submit it, with documentation and a fee, 30 days prior to the change of ownership or change of control).
b. the acquisition of any other institution, or program or location of another institution.
c. the addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before students have completed their program of study.
d. any change in mission
e. any change in location or the addition of an auxiliary location
f. any change in the type of students served (academic to nonacademic, for example)
g. any change in Student Exchange Visitor Program (SEVP) certification
h. the addition of courses that represent a significant departure, in terms of either content or method of delivery, from those offered during the most recent accreditation evaluation, including distance education
i. the addition of courses or programs at a level below or a level above those included in the program or institution's current accreditation
j. a change in the means for determining student hours and/or a substantial increase or decrease in the number of clock or credit hours awarded for the successful completion of any program of study
k. a substantial increase or decrease in the length of the program
l. a change in resources that would affect the program or institution's ability to provide its services

Staff will conduct an initial review of substantive change reports and will prepare a written report and recommendation for consideration by the Standards Compliance Committee (SCC). The SCC reviews all staff reports and recommendations, including primary materials, when necessary, and reports compliance issues to the full Commission with a recommendation for follow-up action, if any.

Consultation

When a change is under consideration, CEA staff should be consulted to determine whether it is a substantive or minor change and whether a substantive change report must be filed, and to assess how the change will affect the program or institution in terms of meeting the *CEA Standards.* Please contact Masha Vassilieva, Director of Compliance at mvassilieva@cea-accredit.org or (703) 665-3400.

Submission

Send one copy of the report to CEA using the following file name: Site Name SubChg YEAR descriptor (for example, Hogwarts ELI SubChg 2020 NewPrgr).

> (Use your site name, including the name of the host institution if applicable)

You may submit the complete report <u>as a single zipped folder</u> in one of two ways:
1. An e-mail attachment to Masha Vassilieva, Director of Compliance (mvassilieva@cea-accredit.org)
2. Via an upload link sent by CEA, if it is too large to be attached to email.

Structure of the report

When a substantive change is planned, it is important for CEA to know that affected standards continue to be met. In order to clearly identify proposed changes and their impact(s) on standards compliance, submit a report that includes the following information for each substantive change.

Introduction:
- Specify the name and location of the program or institution accredited by CEA, the type of accreditation (programmatic, general/international, institutional), and the name and contact information for the person submitting the report.
- State the substantive change, the reason(s) for or circumstances leading to the proposed change, and the implementation timeline.
- List each standard that will be affected.

Affected standards:
- For each affected standard
    - Briefly describe how the program or institution met each standard at the time accreditation was granted and before the proposed change. (Do not reproduce the content of the self-study; provide a brief summary focusing on the areas and policies that will be / have been revised.)
    - Describe how the program or institution will continue to meet each affected standard once the change takes place; include appropriate supporting documentation. (Do not use the prompts from the self-study template. Contact CEA if you need guidance on which aspects of each standard to address.)
    - Include links to supporting documentation.

<u>The main report document</u> must be an editable Word file with links to supporting documentation. The main report document cannot be a read-only or PDF document.

<u>Supporting documentation</u> can be in any format. Do not embed supporting documents within the main report document. Supporting documentation must be included as separate files, with hyperlinks in the main report document. See the next page for instructions on naming your files, creating working links, and sending stable documents which CEA must retain for the length of the period of accreditation.

Mechanics for Submission
- The response document with supporting documentation must be submitted as one zipped folder. If your response is too large to send by email, contact CEA to request an upload link.

- The required format for the report is an editable Word document with hyperlinks to supporting documents.

- Supporting documentation must consist of stable documents which CEA is required to maintain for the length of the period of accreditation. You may NOT include links to any cloud-based document storage location.

- Supporting documents can be in any common file format (.pdf, .docs, .xlsx, .jpg, etc.). Do not embed supporting documentation within the main report document. Supporting documentation must be included as separate files, with hyperlinks in the main report document.

- The response and all supporting documents should be contained within a single folder. *You may organize your files in any method you choose while you work, but please include supporting documents within a single folder in the final version.*

- If links to URLs are included, it is important to link to the specific web page where the supporting information is found. For example, if a school's URL is used, the hyperlink must be to the specific page where supporting information is located, not simply to the school's homepage.

- Be sure that the name assigned to each supporting document in the main report file matches exactly the name of the document in the folder.

- **When naming a document, please do <u>not</u> use any of the following symbols, as they will not transfer to CEA's files properly: " # % & * : < > ? \ / { }.**

Creating Working Hyperlinks
- In order for the hyperlinks in the main report document to work properly, we recommend putting the response document and all supporting documents on a flash drive and then creating the links. Each document should be in the same folder as the response before you hyperlink them.

- If the reference is to a specific page within a document, not to the document as a whole, include the page number with the listing of the document and link to that specific page.

- Prior to submitting to CEA, confirm that all hyperlinks are functional. The best way to do this is to give the flash drive to someone not connected at all with your program. Ask the person to put the flash drive in his/her computer and verify that all links are functional.

- Zip the folder <u>after</u> the hyperlinks have been created.