



Guidelines for Reporting Substantive Change

Section 9 of 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. an increase or decrease of more than 50% in distance education enrollment or educational offerings
- m. 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

- Responses must be submitted electronically by the due date as a single zipped file (to include the main response document as well as any supporting documentation) to Masha Vassilieva at mvassilieva@cea-accredit.org. If the zipped folder is too large to attach to an email, contact CEA for an upload link.
- The preferred name format for the zipped file is Site Name SubChg YEAR descriptor (for example, Hogwarts ELI SubChg 2024 NewPrg). Use the site name, including the name of the host institution, if applicable.
- See the 2024 CEA Mechanics for Submission on the [Resources](#) page of the CEA website.

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.

A consultation with CEA staff is highly encouraged prior to preparing and submitting substantive change reports. CEA staff can provide detailed guidance regarding the standards to address, information to provide, and documentation to include. Please contact Masha Vassilieva at mvassilieva@cea-accredit.org or (703) 665-3400.