

APPLICATION FOR SUBSTANTIVE CHANGE

NAME OF INSTITUTION: _____

PROPOSED DATE OF CHANGE: _____

NATURE OF CHANGE:

(Please check all that apply)

- A change in the established mission or objectives of the institution
- A change in the legal status, control, or ownership of the institution
- The addition of program(s) of study, different from that which is currently accredited
- The change or addition of programs of study at a degree or credential level different from that which is included in the current accreditation.
- The change or addition of programs of study at a degree or credential level different from that which is included in current accreditation.
- A change from clock hours to credit hours
- A substantial increase in the number of credit hours awarded for completion of program
- An additional location geographically apart from the main campus at which the institution offers at least 50% of the educational program
- The acquisition of another institution or any program or location of another institution
- If an institution enters into a written agreement with a non-eligible institution that offers more than 25% of the eligible institution's educational program
- Addition of another permanent location, to be used as a teach-out option of another institution that has ceased operation before the students have completed their course of study

- ❖ **Please attach a detailed summary of the proposed change:**

- ❖ **Please attach any supporting documents that show how the change will be implemented without adversely affecting the financial stability and/or administrative capability of the institution.**

AIJS may conduct a focused visit to the institution prior to granting approval for the change, depending upon the nature and scope of the proposed change. For all requests for additional locations, a focused visit will be mandatory prior to approval to determine if the institution has the fiscal and administrative capability as well as the faculty, administrative personnel, resources and facilities to operate the additional location with the same level and quality of instruction offered at the main location.

As per AIJS policy, if AIJS determines that the change might significantly impact the quality, character, financial stability and/or administrative capability of the institution, it will require the institution to go through a process similar to re-accreditation that entails a new ISA and comprehensive site visit, culminating with a site visit report and EAC decision.

FORM SUBMITTED BY:

| | |
|--------------------------------------|-------------|
| | |
| Name of Institutional Officer | Date |

Title

FOR AIJS USE ONLY

Date form received: _____

Substantive Change Initial Assessment:

Follow up required:
