

## **SUBSTANTIVE CHANGES FOR POSTSECONDARY INSTITUTIONS**

An institution shall be considered to undergo a substantive change and be required to initiate a substantive change procedure with WASC if the institution experiences a change in:

- Location.
- Addition of or transfer of programs to new or different buildings.
- Type of institution.
- Change in ownership and/or control.
- Change in legal status or form of control of the institution.
- Opening a branch or classroom extension.
- Change in established mission or purposes.
- Addition of courses or programs that represent a significant departure, in terms of either the content or method of delivery, from those that were offered when WASC most recently evaluated the institution.
- Addition of courses in programs at a level above that included in the institution's current accreditation or pre-accreditation.
- Change from clock hours to credit hours or vice versa.
- Substantial increase in the number of clock or credit hours awarded for successful completion of a program or substantial increase in the length of a program.

### ***Actions Required***

If a substantive change occurs in an accredited institution, continuation of accredited status or inclusion of the substantive change in the institution's previous grant of accreditation or pre-accreditation shall require:

- Prior application to the Commission regarding the proposed change.
- Approval of the application by the Executive Director.
- A one-day revisit by a two-member team appointed by the Executive Director.
- Subsequent approval by the Commission.

### ***Substantive Change Timelines***

All changes should be reported within ten days to the Commission, and the visit must occur within 90 days. An independent audit of the school or institution's financial condition may be required at the discretion of the Executive Director. Failure to notify WASC as required of substantive changes as described above is grounds for the Commission to issue a show cause as to why the institution's accreditation should not be revoked.