Date: __________________________

Briefly describe what is being reviewed:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

3.3 Change in the Location or Geographic Area Served

3.3.1 Will the proposed action require offering courses or programs outside the geographic region currently served?

Example: An institution offers and/or transports courses or programs to a new campus location outside the community described in the current institutional mission statement or outside the WASC region, including international sites.

Yes _________ No __________

3.3.2 Will the proposed action require establishing an additional location geographically apart from the main campus at which the Institution offers at least 50% of an educational program?

Example: An institution offers at least half of the courses required for an associate’s degree or career technical education certificate at a single off-campus location. An institution transports, transfers, or duplicates at least half of the courses required for an associate’s degree or career technical education certificate to a new location or site, geographically apart from the main campus, and different from or in addition to previously approved sites.

Yes _________ No __________

3.3.3 Will the proposed action require closing a campus where students have been able to take at least half of the courses applicable to an associate’s degree or certificate?

Example: An institution closes a campus where students have been able to take half of the courses applicable to an associate’s degree or certificate.

Yes _________ No __________

3.5 The Acquisition of another Institution, or any Program or Location of another Institution

Does the proposed action involve the acquisition of another institution, or any program or location of another institution?

Example: A comprehensive college assumes responsibility for the programs offered by a specialized institution.

Yes _________ No __________

3.6 Contracting for the Delivery of Courses or Programs in the Name of the Institution with a Non-regionally Accredited Organization

Will the proposed action require contracting for the delivery of the courses or programs in the name of the institution with a non-regionally accredited organization?

Example: An institution contracts with a commercial organization for that organization to provide more than 25% of the instruction on behalf of the institution?

Yes _________ No __________

Continued on back →
ACCJC Substantive Change Checklist

3.7  **Change in Courses or Programs or their Mode of Delivery that Represents a Significant Departure from Current Practice**

3.7.1 Does the proposed action entail the addition of a program or courses that represents a significant departure from an institution’s current programs or curriculum?

   **Example:** An institution offers a program in a field requiring substantial new curriculum, faculty, equipment or facilities, such as a program with a clinical component.

   Yes _________  No __________

3.7.2 Does the proposed action entail the addition of a new degree or career technical education certificate program that represents a significant departure from an institution’s current program?

   **Example:** An institution develops a new degree or career technical education certificate program to be offered at the main campus or at any one of the approved institutional sites off campus.

   Yes _________  No __________

3.7.3 Does the proposed action entail the addition of courses that constitute 50% or more of the credits required for a program offered through a mode of distance or electronic delivery, or correspondence education?

   **Example:** An institution offers courses that make up 50% or more of the credits required for a program through instructional delivery that is new for the college or the program.

   Yes _________  No __________

3.8  **Changes in Clock Hours and/or Credit Hours**

3.8.1 Will the proposed change provide an increase of 50% or more in the number of credit hours awarded or required for the successful completion of a program?

   **Example:** An institution changes a required 20 credit hours for a particular certificate to 30 credit hours.

   Yes _________  No __________

3.8.2 Will the proposed change provide any changes in clock hours and/or credit hours?

   **Example:** An institution changes the foundation for recognition of programs or course completion from clock hours to a calculation based on the Carnegie unit.

   Yes _________  No __________

* If any of the above questions were answered with a “yes” please forward a brief one paragraph description of the proposed action to the Institutional Research Office and to the appropriate Vice President for further review.