

Non-Substantive Change Request Form

**Overview:** Non-substantive changes are those changes that require review and confirmation by DEAC staff prior to implementation but do not require prior approval by the Commission as is the case for substantive changes. Procedures and required documentation for non-substantive changes are set forth in *Section XX, Part Two: Process and Procedures, DEAC Accreditation Handbook*.

**General Instructions:** Institutions submit the Non-Substantive Change Request Form, associated fee payment, and a letter providing any required documentation or information.

Upon review of the non-substantive change request, DEAC may determine that certain characteristics in the change require that the institution undertake additional reporting obligations and/or a site visit following implementation of the change in order to ensure that the change did not have a detrimental impact on the institution’s students, its compliance with DEAC accreditation standards, and its adherence to its educational mission.

**SECTION 1:** Provide the requested institution information.

**SECTION 2:** Select the appropriate responses regarding the proposed non-substantive change.

**SECTION 3:** Provide the identified supporting documentation following *DEAC’s Guidelines for Electronic Submission*.

**SECTION 4:** The President/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

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# SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Institution Website**: Insert Institution Website Link

**Primary Contact**: Name of primary contact for this change

**Email**: Email

**Telephone**: Telephone Number

# SECTION 2: PROPOSED NON-SUBSTANTIVE CHANGE

Select the requested non-substantive change below. Select all that apply and submit applicable fees:

**Change of President/Chief Executive Officer:** This involves a change in an institution’s president/CEO, defined as the replacement of the senior-level executive of the institution since the last accreditation evaluation study.

**Program or Course Title Revision:** This involves changes to only the title or code of a program or course without changing the program or instructional content.

**Existing Program Revision:** This involves changes to the core course content, sequence, requirements, or structure of an existing program without substantively changing the outcomes.

**Adding a Specialization/Emphasis/Concentration to an Existing Program Comprised of Courses Already Approved**: This involves organizing existing courses within an existing program into a specialization/emphasis/concentration. The focus area does not introduce a new field of study or have unique program outcomes.

**Certificate Program Containing Courses Already Approved:** This involves the creation a certificate program to meet a specific marketplace need containing courses already approved by DEAC.

**Changing General Education Requirements:** This involves changing general education requirements.

**Eliminating a Major Thesis Requirement:** This involves eliminating a major thesis requirement.

**Contracting for Educational Delivery with an Approved AQC Provider, Accredited Institution, or Other Entity:** This involves agreements to contract for educational delivery of up to 25 percent of its curriculum with an Approved Quality Curriculum (AQC) provider, an accredited institution, an entity that does not have accreditation, or organization not certified to participate in Title IV HEA programs.

**Adding Courses:** This involves the addition of courses similar to the institution’s existing educational offerings within its DEAC-accredited scope.

**Discontinuing Courses or Programs:** This involves the discontinuation of a course or program.

**Division Identity:** This involves institutions seeking to organize existing programs into a division that will continue to operate as part of the institution.

**Closure of an Administrative Site:** This involves the decision to close an administrative site.

# SECTION 3: DOCUMENTATION

* See the [*DEAC Accreditation Fees*](https://www.deac.org/UploadedDocuments/Handbook/2021-DEAC-Accreditation-Fees.pdf)document for applicable fees. Provide evidence of payment (scanned copy of check or similar). Insert date was mailed
* Letter providing any required information and/or required documentation as detailed in *Section XX, Part Two: Process and Procedures, DEAC Accreditation Handbook*.

# SECTION 4: CERTIFICATION

I certify that all of the information contained on this request and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date