



SUBSTANTIVE CHANGE FORM

2021 CHEA Standards and Procedures for Recognition

Section D. Substantive Changes – 16. Changes Requiring Notification

Directions for Submission: Please complete and save this form, then upload it along with all supporting documents *at one time* to <https://www.chea.org/form/recognition-submission-form>. Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Accrediting Organization: _____

Acronym used by Accrediting Organization: _____

Type of Accrediting Organization (Institutional, Programmatic or Both): _____

Accrediting Organization Website Address: _____

Full Name of Person Completing Form: _____

Title/Position: _____

Contact Email Address: _____

Contact Phone Number: _____

Date Submitted: _____

1. Identify the area(s) of substantive change below (select all that apply):

- ☐ governance;
- ☐ financial condition;
- ☐ mission;
- ☐ operations;
- ☐ relationship with parent or sponsoring organization;
- ☐ standards, policies, or procedures; and
- ☐ editorial changes to the CHEA-recognized scope.

Identify the date implemented for each identified substantive change:

- ☐ governance (date substantive change implemented _____)
- ☐ financial condition (date substantive change implemented _____)
- ☐ mission (date substantive change implemented _____)
- ☐ operations (date substantive change implemented _____)
- ☐ relationship with parent or sponsoring organization (date for substantive change _____)
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- ☐ standards, policies, or procedures (date for substantive change _____)
- ☐ editorial changes to the CHEA-recognized scope (date for substantive change _____).

2. Provide a succinct narrative, with the rationale, for each of the substantive change(s) noted above. Be specific and clearly identify which area is being addressed when more than one area of substantive change has been identified. As appropriate, attach supporting documentation along with this completed form (e.g., revised standards or procedures) according to the “Directions for Submission” above, if needed.

[illegible]

Accrediting organizations must timely notify CHEA of all substantive changes within 60 days of implementation of the change(s). Substantive changes are reviewed by the Committee on Recognition to determine if such changes affect compliance with the CHEA standards, including the accrediting organization's capacity to successfully administer the substantive change. The Committee reserves the right to request additional information regarding the substantive change notification(s).

Upload additional pages if needed along with all other documentation and this completed form according to “Directions for Submission” at the top of this document. Please only submit this form and supporting documentation once.