



8060 165th Avenue N.E., Suite 100, Redmond, WA 98052

* NWCCU Major Change

* Major Change: Categories

* Major Change: Proposal

* Major Change IPEDS Finance Report/Budget

Please review the NWCCU Substantive Change Policy for detailed information regarding all requests for substantive change.

NWCCU will confirm the category of your change before processing. Then, NWCCU will invoice your College/University with the appropriate MAJOR substantive change fee. Please do not send payment without an invoice number. A review of each request begins once payment is received.

If you experience difficulties using this form, please contact NWCCU at change@nwccu.org

Expedited Processing? (Offered at the discretion of the NWCCU President and additional fees apply)

Please expedite processing of this proposal

Date of request *

Name of Institution *

Address *

Street Address

City

State / Province

Postal / Zip Code

Country

President/CEO *

Accreditation Liaison Officer (ALO) *

ALO E-mail *

ALO Phone Number *

Area Code Phone Number

Proposed Change: Description of the change -- for changes to programs, enter the title of the program. *

Proposed implementation date *

Semester/Quarter *

Credits to Completion *

Date of Curricular Faculty Review



Date of Institutional Governing Board Review



Date of System Governing Board Review (if applicable)



Major Substantive Change: Categories

From the list, check all that apply *

- Change to the institutional mission
- Any change in legal status, form of control, ownership, or sponsorship
- Addition of a new degree level or branch campus
- Acquisition of, or merger with, another institution/organization
- Teach-out agreement with another institution
- Contractual agreements with non-accredited entities/institutions
- Initial education offering as competency-based (or direct assessment) education
- Program offerings outside of NWCCU region including international locations
- Contractual agreement/s with accredited institution/s (Attach a copy of the contractual agreement)
- State Authorization Reciprocity Agreement (SARA)
- Substantial increase or decrease in program length
- Clock hour to credit hour conversion (or vice versa)
- Addition of courses or a program significantly different from existing offerings since the last comprehensive NWCCU evaluations
- Addition of a site or location geographically apart from main campus (more than 20 miles)

Site information

Site name, if applicable

Street Address

City

State / Province

Postal / Zip Code

Country

Upload required supplemental or support documentation (Example: MOU, Teach-out Plan, Contractual Agreement, and etc.)

Upload File/s

For programs or courses not previously evaluated, indicate the method of instructional delivery. Check one or explain with "other." *

- Face-to-face
- Distance delivery of more than 50% of program requirements
- Distance delivery of less than 50% of program requirements
- Competency-based education with more than 50% of program requirements
- Competency-based education with less than 50% of program requirements
-

Major Substantive Change: Proposal

External links are not supported in these entry fields.

a. Write a clear statement of the nature and purposes of the change in the context of institutional mission and core themes. *

b. Describe the process for obtaining formal approval by the governing board and the appropriate governmental agency (if applicable) to offer the proposed existing and/or new program(s) at the proposed site(s). Attach evidence of approval using memos, letters, or official notification documents. *

c.1 Provide a description of the educational offering(s). Include a list of required program courses in the program sequence. *

c.1 Provide a description regarding the method of instructional delivery (i.e. percent of face-to-face, hybrid, distance education, and/or competency-based delivery). *

c.2 Provide a list and description of expected student learning outcomes. *

c.3 Provide a description of the plan for assessing student learning outcomes. *

c.4 Describe the process for review and approval by the appropriate academic policy body of the institution. Provide the date of the approval. If applicable, attach a copy of letters or documents with evidence of the approval. *

d. Describe plans and include descriptions which provide evidence of 1. the need for this change; 2. the student clientele to be served; 3. procedures used in arriving at the decision to change; 4. organizational arrangements required within the institution to accommodate the change; and 5. the timetable, with dates, for implementation steps. *

f. Describe the capacity of student support services to accommodate the change. Include a description of admissions, financial aid, advising, library, tutoring, and other support resources specific to this request. *

f. Describe the implications of the change for services to the rest of the student body. *

g. Outline the provision/s made for physical facilities and equipment to accommodate the change. *

h. Describe the adequacy and availability of library and information resources. *

i. List the educational and professional qualifications of the faculty relative to their individual teaching assignments. *

i. List the anticipated sources or plans to secure qualified faculty and staff. *

Click here to upload additional support documentation

Upload File(s)

Major Substantive Change: IPEDS Finance Survey and Budget Information

e. Please upload your institution's IPEDS finance survey.

Please upload a budget (in the form of a business plan) with the following information:

1. at the institution level, revenue and expenses one year prior to the change
2. at the program or department level, revenue and expenses one year prior to the change (if applicable);
3. projections of revenue and expenditures at the program or department level for each of the first three years of operation;
4. revenue and expenditures specific to the change itself;
5. institutional financial support to be reallocated to accommodate the change; and
6. budgetary and financial implications of the change for the entire institution.

Optional: Click [HERE](#) to download the NWCCU Budget Template Form.

Click here to upload your institution's IPEDS finance survey, your completed budget form, or the completed NWCCU Budget Template form (as a business plan)

Upload files

Signature *

Clear