This handout accompanies the “What Not to Report” webinar.
A few things to keep in mind:

- This handout is intended to supplement the webinar. Content and interpretations will be covered in the webinar. Be careful drawing conclusions or making decisions based only on this handout.
- This is a preliminary version of the slides; the slides you see in the webinar may be slightly different.
- You can print this handout in black and white with no loss of information.

**SOUND TEST**

Consider running the “Audio Setup Wizard” to ensure your speakers or headphones are working.

- Still no audio? Try closing this window and signing in again.
- You don’t need to run the microphone test; we’ll take questions through a chat window.
OBJECTIVES

At the end of this webinar, you will know:

1. What changes are not substantive changes
2. Why you don’t need to report them

NOT SUBSTANTIVE CHANGES

By categories:

• Program-related
• General education
• Off-campus instructional sites
• Distance learning
• Agreements
• Mission
SUBSTANTIVE CHANGE

“...a significant modification or expansion of the nature and scope of an accredited institution.”

NOT SUBSTANTIVE CHANGES

Program-related:

- Name changes with no change or minor change(s) in content
- Where programs are offered, assuming notification or approval of an off-campus instructional site, as required
- CIP code changes

Program-related (continued):

- Minor changes in program length
- Restructuring curricula with minor new content
NOT SUBSTANTIVE CHANGES

Program-related (continued):

- New programs or courses that are not significant departures
  - Repackaging existing courses into a new program
  - Unbundling existing programs (e.g., “stackable” credentials)

NOT SUBSTANTIVE CHANGES

General education:

- Rearranging the curriculum or changing choices amongst courses
- Ensure Core Requirement 2.7.4 is met regarding credit hour requirements and disciplinary content

NOT SUBSTANTIVE CHANGES

Off-campus instructional sites:

- Sites offering instruction less than 25% of a program
- Adding existing programs at existing sites provided notification or approval thresholds are not crossed for the first time
NOT SUBSTANTIVE CHANGES

Distance learning:

• Institution is approved for distance learning delivery only once

Distance learning (continued):

• If distance learning approved,
  • adding existing programs by distance learning
  • adding new programs by distance learning that are not significant departures

Distance learning (continued):

• If distance learning not approved,
  • offering less than 25% of a program by distance learning
NOT SUBSTANTIVE CHANGES

Agreements:

• Transfer articulation agreements
• Shared services agreements
• Agreements unrelated to academic content or delivery

NOT SUBSTANTIVE CHANGES

Mission:

• Editorial changes if there is no change in the purpose or direction of the institution

Q + A

SUBSTANTIVE CHANGE
FOCUSED-TOPIC WEBINAR

QUESTIONS + ANSWERS
**SPRING 2018 WEBINARS**
- January 17
  - Determining Significant Departure
- February 8
  - Managing Off-campus Instructional Sites
- March 6
  - Dual Enrollment and Instructional Sites
- April 2
  - How to Write a Prospectus

**WHAT NOT TO REPORT**