**To be submitted for non-substantive modifications to an existing approved program which result in a cumulative change of less than 25 percent (from the original date of program recognition or the most recent accreditation review) in the program’s instructional clock hours or credit hours, or other changes as listed below. Please submit a separate form for each program to be modified. In the event that it is determined that the program modification is in fact a substantive change, a school will be required to submit the appropriate substantive change application (*Section IV (B)(2)(a), Rules of Process and Procedure, Standards of Accreditation*).**

**GUIDELINES FOR SUBMISSION - PLEASE REVEW PRIOR TO SUBMISSION:**

1. The school must ensure that the **Payment Submission Form** of this application is included and identifies the correct fee amount, check information, and indicates the correct and applicable school(s).

2. The school must provide a response and all appropriate supporting documentation to all items below. The Commission may not process the application and may require a new submission from the school if the application is found to be incomplete.

3. The completed application should not exceed **100 pages** total and should include only the required information. Do not provide copies of the school catalog or information that does not pertain to the items in this application.

4. Prior to final submission of this application, review the entire submission to ensure that all required information is provided, that all intended attachments are included, and that the submission is free of errors and typos.

**ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:**

1. Electronic Submissions may not be transmitted to the Commission via e-mail.
2. The school’s response must be prepared in accordance with ACCSC’s [Instructions for Electronic Submission](http://www.accsc.org/UploadedDocuments/Instructions%20for%20Electronic%20Submission%204%201%202014%20web.docx) (e.g., prepared as one Portable Document Format (“PDF”) file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.
3. Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application: [Forms and Reports](https://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx)-Guidance/Sample Applications.ACCSC encourages the school to review this module prior to submitting this application.
4. Additionally, **do not copy and paste** answers from previous applications.

**I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School #** | **School Name** | **Type** | | **City** | **State** | **Degree Granting** | |
|  |  | Main: |  |  |  | YES |  |
| Branch: |  | NO |  |

**If the school is making modifications to one program offered at more than one affiliated school, do not complete this application. Please complete the Program Modification Report – Non-substantive Modification – Affiliated Schools.**

|  |  |  |
| --- | --- | --- |
| **Contact Person** | **Phone** | **Email** |
|  |  |  |

**Type of Program Modification** *(Please Select All That Apply[[1]](#footnote-1)):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **$350 Processing Fee Required** *(per program)* | |  | **No Fee Required** | |
|  | Change in Instructional Clock Hours |  |  | Program Name Change |
|  | Change in Credit Hours |  |  | Change in the Type of Credential Awarded (e.g., certificate to diploma, AS to AAS) or change from Academic Degree to Occupational Degree |
|  | Change in Type of Credit Hours |  |  | Change in Number of Outside Prep Hours (no change in instructional clock hours or credit hours) |
|  | Change in Externship Hours[[2]](#footnote-2) |  |  | Change from a clock/credit hour-based program to a clock hour only program (non-degree programs only) |
|  |  |  |  | Change in Avocational or Continuing Education Course |

**Program Information Prior to the Modification:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Title**  (e.g. Business Administration) | **Instructional Clock Hours** | **Total Clock Hours & Outside Prep Hours** | **Total Credit Hours** | **Type of Credit Hours** | | **Full Credential & Abbreviation** | **Externship Information** *(Externship hours as listed on the Outline of a Degree Program; may include multiple courses)* | |
|  |  |  |  | Semester: |  |  | Total Externship Clock Hours: |  |
| Quarter: |  | Total Externship Credit Hours: |  |

**Program Information After the Modification:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Title**  (e.g. Business Administration) | **Instructional Clock Hours** | **Total Clock Hours & Outside Prep Hours** | **Total Credit Hours** | **Type of Credit Hours** | | **Full Credential & Abbreviation** | **Externship Information** *(Externship hours as listed on the Outline of a Degree Program; may include multiple courses)* | |
|  |  |  |  | Semester: |  |  | Total Externship Clock Hours: |  |
| Quarter: |  | Total Externship Credit Hours: |  |

**Application Processing Fee**

Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding applications(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included and identifies the corresponding application(s), fee amount, and check number.

* Processing Fee of $350 per application, if applicable

Please note that should an application be deemed incomplete, the school will receive a request for additional information via email. If upon review of the additional information, the application is still incomplete, the school will receive a deferral letter requesting additional information and the school will be assessed a **$150** application deferral fee for the submission of the additional information, which must be paid upon the submission of the additional information response.

**Required Supporting Documentation**

1. A certification statement indicating that the school has notified and fulfilled all requirements of each regulatory agency regarding this modification.
2. A certification statement attesting that the school’s program continues to meet all ACCSC requirements with respect to clock hour to credit hour conversion and curriculum specifications for technical, general education, and/or applied general education courses offered within the program as applicable.
3. An Outline of a Non-Degree Program, Allocation of Hours for Clock-Hour Programs form, or Outline of a Degree Program form, as applicable for the program listed above.
4. Note that **any externship that is greater than one-third** of the total length of the program requires review and approval by the Commission, with the exception of cases where the length of the externship is due to requirements of another accrediting or certification agency. In such instances, schools must provide evidence of these requirements to the Commission. (*Section II (A)(7)(e), Substantive Standards, Standards of Accreditation*). If the school is adding an externship or increasing the number of externship clock and/or credit hours whereby the externship exceeds one-third the total length of the program, provide the following:

* Justification as to how the externship length is appropriate for the program, content, and objectives.
* If the externship length is required by the state, programmatic accreditor, or other regulatory authority, please explain the specific regulatory requirements **and** provide documentation (i.e. regulatory agency requirements and correspondences) that supports the justification and/or requirement for the externship length.

**SUBMIT TO: Executive Director**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard / Suite 302**

**Arlington, Virginia 22201**

**INSTITUTIONAL DEVELOPMENT: PAYMENT**

**SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School(s) #** | **School(s)**  *(Please list all schools applicable to payment)* | **City** | **State** |
|  |  |  |  |
|

|  |  |
| --- | --- |
| **Application Type(s)**  \**Please refer to attached list for application types* | **Payment Amount(s)**  *(Enter payment amount for each application type)* |
|  |  |

|  |  |
| --- | --- |
| **Total Payment Amount** | C**heck Number** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of contact person(s)** | **Title(s)** | **contact phone number(s)** | **contact email(s)** |
|  |  |  |  |

* **Please submit this payment form with each check payment**.

**Submit To: Operations Department**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

|  |  |  |
| --- | --- | --- |
| **\*Application Type(s)** | | |
| Application of Hours for Clock Hour Programs | Application for Continuing Education and Avocational Courses | Application for Approval of a Baccalaureate Degree |
| Application for Approval of an Academic Associates Degree | Application for Approval of a Master’s Degree | Application for Approval of an Occupational Associates Degree |
| Application for a Branch Part I | Application for a Branch Part II | Application for a Branch Realignment, Part I |
| Application for a Branch Realignment, Part II | Application for a Change of Location Part I | Application for a Change of Location Part I |
| Application for a Change of Name Part I | Application for a Change of Control Part I | Application for a Change of Control Part II |
| Application for Clock to Credit Hour Conversion | Application for a Distance Education Facility | Application for Initial Distance Education |
| Application for Expansion of Distance Education Approval | Application for a Change of Mission | Application for English as a Second Language Courses |
| Application for a Non-Degree Program | Application for a Satellite Location | Application for a Substantive Program Modification |
| Application for a Substantive Program Modification Addition of Concentration | Modification of Ownership Report | Consortium Partnership Report |
| Distance Education Consortium Partnership Agreement | Facility Expansion Report | Program Modification Report Non-substantive Modification |
| Application for a Baccalaureate Degree – Affiliated | Application for an Associate Degree – Affiliated | Application for a Non-Degree Program – Affiliated |
| Application for a Substantive Program Modification – Affiliated | Application for a Clock to Credit Hour Conversation – Affiliated | Program Modification – Non Substantive Modification – Affiliated |
| Application for use of “University” in the School Name Part – I | Application for use of “University” in the School Name Part – II | Application for a Change of Name Part II |
| Application for a Non-Degree Program with Expansion of Distance Education | Application for Approval of an Associate Degree Program with Expansion of Distance Education |  |

1. Please note that if the school is making a minor modification to the school’s program(s) that is not part of the options listed and that does not change the overall objectives of the program(s), a modification application may not be required. If you have questions regarding minor modifications, please contact the ACCSC office for assistance [↑](#footnote-ref-1)
2. A fee for a change in externship hours is **only** applicable if the change affects the program’s total clock hours and/or credit hours. [↑](#footnote-ref-2)