**Planning Accreditation Board (PAB)**

**Notice of Substantive Change**

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| Institution Name: |  |
| Degree Name: |  |
| Effective Date of Change: |  |

Policy:

Programs must notify PAB of changes in administrative structure as soon as possible. A Substantive Change is any organizational and/or programmatic change that may affect the Program’s ability to comply with one or more of the pre-conditions to accreditation, and/or any of the PAB accreditation standards and criteria. Substantive Changes include, but are not limited to:

* the withdrawal, or risk thereof, of institutional accreditation;
* a change or variation in the name of the Program and/or Degree title;
* a change or variation in the length of the Program (i.e. minimum of 2 and 4 years of full-time study for graduate and undergraduate degrees, respectively);
* a change or variation in the Program’s primary focus;
* a change in location or administrative unit for the Program;
* a significant change in curriculum requirements and/or credit hours;
* a significant change in the method of delivery of courses such that ≥25% of required credit hours are offered through distance, correspondence, or other alternate delivery;
* the appointment of a program administrator or interim administrator who does not have tenure, or who does not have an educational background or substantial experience in planning;
* an increase or decrease of 20% or more in the number of enrolled students;
* a decrease of 20% or more in the number of teaching faculty;
* a decrease of 50% or more of the number of minority or female faculty; and/or
* a change in resources affecting the ability to deliver the Program, including the addition of a new degree program.

Programs must notify PAB of a Substantive Change and shall demonstrate how the change(s) will allow for continued compliance with the standards. The Board may, at its discretion, request additional information. Programs must also report Substantive Changes via PAB’s Annual Report.

If at any time, PAB discovers a program has undergone a substantive and unreported change, it will request additional information from the Program along with a comprehensive report of any substantive changes that have occurred since the last accreditation review.

If a program fails to submit the requested report, or submits an incomplete or unsatisfactory report, the

Board may, at its discretion, place the Program on probation or may revoke its accreditation.

If PAB determines that a program may no longer be in substantial compliance with any accreditation standards, it may initiate an interim review to re-consider the accreditation decision.

**Describe the substantive change:**

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**Program Response, including detail regarding how the Program will remain in compliance with the standards:**

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***Please submit notification and any attachments via email to a PAB staff member***.