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**Substantive** **Change – Level of Degree**

**Program Worksheet**

**Before Notification of Intent is submitted**

1. Have you received institutional and/or state and/or regional accreditor approval (if applicable)?
	1. Institutional Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date- if applicable)

* 1. State Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date – if applicable)

* 1. Regional Accreditor Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date – if applicable)

1. Last cohort will be accepted in the professional phase of program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

1. Last cohort will graduate from the current program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

1. First cohort will begin in the master’s program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

1. Notification of Intent will be submitted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

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| **Notification of Intent Due** | **Mini Self-Study Due** |
| May 1 (\*with CR only) | July 1 (\*with CR only) |
| June 1 | August 1 |
| October 1 | December 1 |
| December 1 | February 1 |
| February 1 | April 1 |

 \*Comprehensive Review

1. Does your program’s next comprehensive review impact when you submit your substantive change? \_\_\_\_\_\_\_ If yes, your next comprehensive review self-study opens (July 1, 20\_\_) with the self-study due (July 1, 20\_\_).

**After Notification of Intent is submitted**

* The Notification of Intent form must be uploaded to the substantive change tab via eAccreditation prior to your preferred intent deadline (updated March 2017) <http://caate.net/substantive-documents/>
* Once Notification of Intent submitted, it is reviewed by the CAATE Office and the program is invoiced electronically for $3000\*. Please follow the instructions on the Invoice for payment.

\*Programs submitting substantive change review and comprehensive review together will only be billed once for $6500 ($5000 +$1500).

* The mini self-study (application) will not be available in eAccreditation until payment is received.

**After Mini Self-Study is submitted**

* Site Visitors are assigned to mini self-study.
* Review of mini self-study will take approximately 8 to 10 weeks.
* After review of materials, the CAATE may deem that an on-site visit is necessary to ensure compliance with the Standards.
* It will take approximately 5 to 8 months to complete the review process before an accreditation recommendation is made to the Commission.
* The degree change decision does not extend continuing accreditation past the original date.
* Application for a substantive change does not guarantee the change will be accepted.