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**The Substantive Change Process is designed for Programs that are mid-accreditation cycle and wish to voluntarily change the level of the degree without completing an entire self-study. The Commission realizes, however, that due to timing of the scheduled comprehensive review for a program and the start of the new degree, there may be requests to move the Comprehensive Program Review to coincide with the Substantive Change application. The following procedures will apply:**

- Requests for an early comprehensive review to do a simultaneous substantive change will only be approved if:
  - The comprehensive review and the substantive change would normally be scheduled for no more than two years apart.
    - Requests can only be made for comprehensive reviews and substantive change reviews scheduled for a maximum of two years apart; requests for early comprehensive review of more than two years (earlier) will not be granted. The program would then have to complete a separate substantive change and comprehensive review for schedules falling more than two years apart.
  - Requests to delay the comprehensive review to accommodate simultaneous substantive change **will not** be granted.
    - Example:
      - Program A is scheduled for a comprehensive review during the 2017-2018 academic year. This would mean a self-study would be due July 1, 2017. They could request a substantive change review and comprehensive review during the 2015-2016 academic year with the comprehensive review and substantive change documents due July 1, 2015. They would not be approved for a 2018-2019 (or later) substantive change and comprehensive review extension.
  - All requests to move the comprehensive review are subject to available Commission resources.
- If the comprehensive review and substantive change application are conducted in the same academic year, the cost for the substantive change application will be modified to account

for any duplication by conducting both reviews at the same time. The comprehensive review fee remains unchanged, but the substantive change fee would be reduced to \$1500.

- The \$1500 will cover the cost of the additional site visitors and administrative costs.
- A program will not be able to accept any additional students into the baccalaureate program once the substantive change-level of degree has been approved by the Commission.

