



Accreditation Commission for Acupuncture and Oriental Medicine

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Document Title: Substantive Change 1.12 - Procedures and Application

Approved By: ACAOM Executive Director

Document History: Implementation Date: 15 June 2017

Last Updated:

Related Policies: [ACAOM Change in Mission, Legal Status, Ownership or Form of Control Policy](#); [ACAOM Glossary](#); [ACAOM Notification of Change Policy](#); [ACAOM Code of Conduct and Professional Ethics Guide](#); [ACAOM Integrity in the Accreditation Process Policy](#); [ACAOM Commission Actions Policy](#); [ACAOM Accreditation Procedures](#); ACAOM Standards and Criteria for Accreditation.

References: [34 CFR Part 602](#); [20 U.S. Code § 1099\(b\)](#)

Responsible Official: ACAOM Executive Director

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**Document Summary:** These procedures and application are used for notification of Substantive Change 1.12: Any change in mission, legal status, ownership or form of control of an institution.

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## ***SUBSTANTIVE CHANGE 1.12***

*Any change in the mission, legal status, ownership or form of control of an institution.*

### **Procedure – General Overview**

References: [ACAOM Notification of Change Policy](#); [ACAOM Change Notification Form](#); [ACAOM Schedule of Fees and Dues](#); [ACAOM Glossary](#); [ACAOM Commission Actions Policy](#); [ACAOM Submission Instructions](#); [ACAOM Accreditation Procedures](#); [ACAOM Change in Mission, Legal Status, Ownership or Form of Control Policy](#)

- Step 1** A program/institution submits to ACAOM a *Substantive Change 1.12 Application*, along with a [Change Notification Form](#) and the relevant fee listed in ACAOM's [Schedule of Fees and Dues](#). The Commission will review the application for completeness. The application must be submitted in full, including applicable fees, no less than 90 days prior to proposed implementation of the change.
- Step 2** Once an application is determined complete ACAOM staff will perform an initial substantive review of the application and forward the application along with their review recommendations to a Review Committee of the Commission for further action consistent with ACAOM's [Commission Actions Policy](#).
- Step 3** The Commission will review and act upon the program/institution's accreditation record consistent with ACAOM's Commission Actions Policy.
- Step 4** The program/institution will be required to arrange a post-implementation focused visit with Commission staff, to occur within six months following the actual date of implementation.

#### **INSTRUCTIONS:**

1. Read [ACAOM's Notification of Change Policy](#).
2. Complete a *Substantive Change 1.12 Application* (enclosed)
3. Complete a *Substantive Change 1.12 Application Cover Sheet* (enclosed)
4. Electronically submit items 2 and 3 above, using [ACAOM's Submission Instructions](#).
5. Complete and submit the ACAOM Change Notification form, along with the applicable substantive change 1.8 fee (see [ACAOM Schedule of Fees and Dues](#)), and send via surface mail or commercial carrier to:

[ACAOM OFFICE ADDRESS \(click for contact information\)](#)

## ***SUBSTANTIVE CHANGE 1.12***

*Any change in the mission, legal status, ownership or form of control of an institution.*

### **Application**

Provide complete narrative responses to applicable items below, with relevant supporting documentation specifically referenced to and attached as Appendices, to each item below. Please indicate narratively if a specific item does not apply. Organize the collective responses using a Table of Contents and sequentially numbered pages. Use simple formatting; do not use publishing layouts or other decorative formats.

#### **IN THE CASE OF A MERGER, ALL DOCUMENTS ARE REQUIRED FROM EACH INSTITUTION**

##### **Institutional Overview**

A. Overview of the Proposed Change

Brief description of the institution including the broader institutional context in which the change will exist. Connect the anticipated substantive change with the mission purpose, and strategic plan of the institution.

B. Institutional Accrediting History Relevant to Substantive Change Requested

Provide an institutional response to issues noted in prior Commission action letters or visiting team reports that are relevant to the proposed substantive change.

##### **Description of the Proposed Change**

###### Description of the Change in Mission, Legal Status, Ownership or Form of Control

1. Reason and context for the change.
2. Impact of the proposed change on the institution in terms of direction, focus and planning.
3. Impact of the change on governance and leadership.
4. Impact on relationships with external bodies including government agencies, alumni groups, and sources of financial support.
5. Plans affecting faculty and staff, including faculty compensation issues and staff compensation issues, if applicable.
6. Analysis of how the proposed change will affect the institution's capacity to deliver quality programs in terms of the impact on academic programming, faculty qualifications, student learning outcomes at both the program and course level, and infrastructure (particularly regarding technology).
7. Implications for existing programs including off-campus clinics, externships, international and distance education course offerings and any plans for future expansion of the same.
8. Plans for services to support new programs (library, technology, student support).
9. Impact on institutional finances, including a detailed budget showing evidence that resources are available and committed to support the change, covering at least three and preferably five years of income and expenses beginning with the year the proposed changes takes effect. This discussion should address the impact of the proposed change on facilities and related issues as appropriate.
10. Description of any legal or compliance requirements regarding the change.

##### **Required Documentation**

Please include documentation that will help the Commission understand the process by which the proposed change was developed, such as former and proposed mission and/or objectives, summary discussions with campus constituents (Governing Board, Academic Senate, students), strategic plans, financial plans, copies of Board minutes as appropriate, copies of draft legal documents regarding change of ownership, sponsorship and/or affiliation, and copies of draft documents dealing with matters of facilities and other institutional property as appropriate.

**Revision History**

Date Revised	Summary of Revisions	Approved By
		ACAOM Commission