



Accrediting Commission for Schools

533 Airport Boulevard, Suite 200
Burlingame, California 94010
(650) 696-1060 • Fax (650) 696-1867
mail@acsasc.org • www.acsasc.org

DAVID E. BROWN, PH.D.
EXECUTIVE DIRECTOR

MARILYN S. GEORGE, ED.D.
ASSOCIATE EXECUTIVE DIRECTOR

LEE DUNCAN, ED.D.
ASSOCIATE EXECUTIVE DIRECTOR

SUBSTANTIVE CHANGES IN ACCREDITED SCHOOLS

Examples of Substantive Changes

If a substantive change occurs in an accredited school, such as a change in:

- Location of school
- Addition of or transfer of programs to new or different buildings
- Grade level configuration
- Type of school
- Change in ownership and/or control
- Change in legal status or form of control of the institution
- Opening a branch or classroom extension
- Change in established mission or objectives
- Addition of courses or programs that represent a significant departure, in terms of either the content or method of delivery, from those that were offered when the ACS most recently evaluated the institution
- Addition of courses in programs at a degree or credential level above that included in the institution's current accreditation or pre-accreditation
- Change from clock hours to credit hours or vice versa
- Substantial increase in the number of clock or credit hours awarded for successful completion of a program or substantial increase in the length of a program

School Actions Required

Continuation of accredited status or inclusion of the substantive change in the institution's previous grant of accreditation or pre-accreditation shall require:

- Prior application to the Commission regarding the proposed change
- Approval of the application by the commission
- A one-day revisit by a two-member team appointed by the Executive Director
- Subsequent approval by the Commission

Substantive Change Timelines

All changes must be reported within ten days to the Commission, and the visit must occur within 90 days. An independent audit of the school's financial condition may be required at the discretion of the Executive Director. Failure to notify the ACS as required of substantive changes as described above is grounds for the Commission to issue a show cause as to why the institution's accreditation should not be revoked.