



Policy and Procedure for Substantive Change for EARCOS Schools

In the event of a substantive change at an accredited school, WASC Bylaws require an on-site review as a basis for continued accreditation. Substantive change includes a change in ownership of a proprietary school, change in grade level configuration of a school, or relocation of a school. Other changes which might be regarded as substantive and therefore require an on-site review for continued accreditation are a change in the basic purpose of the school or a change in the governance, any of which might dramatically alter the quality or nature of the educational program in relation to the student body.

It is the obligation of the chief administrator and the chairman of the board to formally notify the Executive Director of WASC of any changes which might be substantive with an explanation of the change and the anticipated effect on the educational program. It shall be the responsibility of the Executive Director of WASC, to decide whether the change is substantive and whether an on-site review should be scheduled to determine the continued accredited status of the school.

The procedure for review of an EARCOS WASC School undergoing a change shall be as follows:

1. In the event of a change that is or may be substantive, the chief administrator and the chairman of the board shall notify the Executive Director of EARCOS, who will notify the chairman and members of the accreditation committee.
2. This notice shall include a description of the nature of the change and its apparent effect on the instructional program of the school.
3. The Executive Director of WASC shall decide whether the change is substantive and whether an on-site visit should be scheduled to determine the continued accredited status of the school. The Executive Director of WASC shall notify the school in writing of the decision.
4. When an on-site review is scheduled:
 - a. The Executive Director of WASC shall designate two persons to visit the school to review the nature of the change and its apparent effect on the educational program.
 - b. The travel and per diem expenses of this committee shall be the responsibility of the school.
 - c. This committee shall prepare a report for the Commission and the school. It will include a recommendation regarding the continued accredited status of the school. The structure of the report is the following:
 - Introduction (Background)
 - Findings (regarding the Substantive Change)
 - Recommendation (regarding continued accreditation incorporating the substantive change)
 - d. The school shall be notified in writing of the action of the Accrediting Commission for Schools.