SUBSTANTIVE CHANGES
IN ACCREDITED SCHOOLS

Examples of Substantive Change

A school shall be considered to undergo a substantive change and be required to initiate a substantive change procedure with ACS WASC if the school experiences 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 WASC most recently evaluated the institution.

School Actions Required

If a substantive change occurs in an accredited school, 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 Executive Director
- A one-day revisit by a one- or two-member team appointed by the Executive Director
- Subsequent approval by the Commission.

Substantive Change Timelines

All changes should 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 ACS WASC 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.

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