

Substantive Change Application Form

Change in Local Control

Directions: This application should be submitted *at least* 45 days prior to the anticipated start date of the change. Applications must be complete and the required fees received in order to be scheduled for review.

Email completed application to substantivechange@accjc.org. Fees must be submitted to ACCJC, 10 Commercial Blvd, Suite 204, Novato, CA 94949

Date of Inquiry:

Anticipated Start Date:

Institution Name:

Address:

City:

State:

Zip:

ALO Name:

Telephone:

Email:

Title of Application and description of Proposal:

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

Briefly describe the change, including the planning process.
Describe how the change is consistent with the mission and goals of the institution.
What is the expected impact of this change? What benefits will result from this change?

Standard II: Student Learning Programs and Support Services

Describe the impact of this change on the programs, services, and activities which will support students.
Other:
Description of any legal or compliance requirements regarding this change.

Standard III: Resources

Human Resources:
Please describe the staffing plan to support this change.
Financial Resources:
Impact on institutional finances, including a budget showing evidence those resources (including physical, technology and equipment, if appropriate) are available and committed to support the change.

Standard IV: Leadership and Governance

What leadership and governance oversight exists to ensure the continued academic quality and institutional effectiveness is maintained and sustained through this transition?

Other

Describe the change of local control transition plan and related timelines.

Evidence

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