



# Transnational Association of Christian Colleges and Schools

15935 Forest Road  
Forest, VA 24551

Phone: 434-525-9539 - E-mail: info@tracs.org

## PROPOSED INSTITUTIONAL CHANGE FORM

**ONLY ACCREDITED INSTITUTIONS MAY APPLY FOR APPROVAL OF AN INSTITUTIONAL CHANGE**

### INSTRUCTIONS:

- *Submit only this page of form with prospectus checklist responses and required documentation. Only one request per form will be accepted.*
- *Submit one hard copy and one electronic copy of the complete proposal.*
- *Include payment of appropriate Institutional Change Review Fee (see Fee Schedule)*

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

Category of Proposed Institutional Change (See categories below) \_\_\_\_\_

Short Description of Proposed Institutional Change \_\_\_\_\_

Proposed Date of Implementation \_\_\_\_\_

Date Proposed Institutional Change Was Approved By Board \_\_\_\_\_

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* The signatures of the President and Board Chair above serve to acknowledge an awareness on the part of the signatories that the institution proposing the change above is not at liberty to implement the proposed change until after receiving an official letter of notification from TRACS of either (1) the approval of a non-substantive change that requires TRACS approval or (2) the approval of a substantive change that requires Accreditation Commission approval. Further, these signatures indicate the intent of the institution to await an official letter of notification from TRACS that the proposed change has been appropriately approved before implementing the change.**

## INSTITUTIONAL CHANGES

Institutional changes are differences in the institution from when it was last approved by the TRACS Accreditation Commission. TRACS classifies institutional changes as substantive or non-substantive. Substantive changes require the TRACS Accreditation Commission's approval before they are implemented by the institution. Non-substantive changes fall into two categories: 1) those requiring the approval of TRACS prior to implementation by the institution, and 2) those not requiring approval but only requiring notification to TRACS not later than 30 days after implementation. (See Appendix A of this *Proposed Institutional Change Form*).

All requests for institutional changes (substantive changes or non-substantive changes) and the notification of changes not requiring approval should be submitted on the appropriate form. Only one change request per form will be accepted.

Advance planning is essential because the processing and approval of either substantive changes or non-substantive changes takes time.

Only institutions holding Accredited status may request approval for substantive changes or changes which require the approval of TRACS. Candidate institutions may only make changes which do not require approval.

Requests for approval of both substantive changes and non-substantive changes requiring approval can be submitted at any time. A request for a substantive change will be considered by the Accreditation Commission at its first regularly scheduled meeting following receipt of a *Proposed Institutional Change Form* with all required documentation and the appropriate fee, and only after any required team or staff visits have taken place, and after the opportunity for staff to review materials and make a recommendation to the Accreditation Commission.

A request for a change which requires the approval of TRACS will be considered as soon as practicable following the receipt of the request along with all required documentation and the appropriate fee, and only after any required team or staff visits have taken place and after the opportunity for staff to review all documentation.

Institutional Changes (T1-T6) may be submitted and approved by TRACS at any time.

Substantive Changes (C1-C10) require the approval of the TRACS Accreditation Commission. To be considered at a spring Accreditation Commission meeting, any proposals, required visits, and subsequent institutional responses must be completed by February 15. To be considered at a fall Accreditation Commission meeting, any proposals, required visits, and subsequent institutional responses must be completed by August 15.

## **PROCEDURES FOR APPROVAL OF AN INSTITUTIONAL CHANGE**

1. Institution completes the *Proposed Institutional Change Form*.
2. Institution submits both a hard and an electronic copy of the *Proposed Institutional Change Form* to the TRACS office with accompanying Prospectus Checklist items along with payment of the appropriate Institutional Change Review Fee. (see *Fee Schedule*).
3. Once the *Proposed Institutional Change Form* is received in the TRACS office, Staff will complete a review of all documentation and communication with the institution regarding any areas needing clarification.
4. If a staff visit or Focus Team visit is required, the visit will be scheduled as soon as practical and a report will be prepared regarding the areas reviewed during the visit.
5. The TRACS Staff will prepare a recommendation regarding the proposed institutional change once the review is complete.
6. Staff will provide with all documentation regarding proposed institutional change to either the Accreditation Commission or the President of TRACS as appropriate.
7. If the proposed institutional change is a Substantive Change, the Accreditation Commission will consider the request at the first regular meeting following the completion of the Staff review and preparation of the recommendation.
8. If the proposed institutional change is a Change Requiring the Approval of TRACS, the President of TRACS will consider the request upon receipt of materials from TRACS staff.

Changes requiring the approval of the Accreditation Commission or TRACS must be approved prior to implementation by the institution.

## **EFFECTIVE DATE OF AN APPROVED INSTITUTIONAL CHANGE**

The approval date of a Substantive Change will be the date of the Commission vote. TRACS will mail a notification letter to the institution.

Each change requiring the approval of TRACS shall be considered approved on the date of the written notice from TRACS. TRACS will mail a notification letter to the institution.

No institutional change will be approved retroactively, except that the effective date for a change in ownership will be the date of the actual change.

## **CATEGORIES OF SUBSTANTIVE CHANGES**

All substantive changes require the approval of the TRACS Accreditation Commission prior to implementation by the institution.

Definition: When compared to what an institution reported to TRACS for its most recent review for accreditation or reaffirmation of accreditation by the TRACS Accreditation Commission, a Substantive Change is:

- C1. Any change in the established Mission or Institutional Objectives including a name change resulting from such changes. (The rewording of the Mission or Institutional Objectives that does not change the actual content of the Mission or Institutional Objectives is not considered a change requiring approval, but should be reported, utilizing Appendix A of this form, as a change not requiring approval.)**
- Requires a New Comprehensive Evaluation
  - Prospectus Checklist items which must be addressed: 1a, 2a-2c, 3a-3c and 9f
- C2. Any change in the legal status, form of control, or ownership of the institution including a name change relating to changes.**
- Requires a New Comprehensive Evaluation
  - Prospectus Checklist items which must be addressed: 1a, 2a-2c, 3a, 3b, 3d, 5c, 5e, 6d, 7b, 8a, 8b, 9a, 9c-9f, 10a and 10e
- C3. The addition of courses or programs that represent a significant departure from existing offerings of educational programs or method of delivery, from those that were offered when TRACS last evaluated the institution.**
- a. The offering of courses or programs that represent a significant departure from existing offerings of educational programs.**
  - b. The addition of Distance Education for courses or programs. (beyond an approved pilot project period if applicable)**
- Prospectus Checklist items which must be addressed for both a and b: 1a, 1d-2a, 2c -10e, 11a and 11c
  - A staff or Focus Team visit may be required for a.
  - A Focus Team visit and follow-up staff visit will be required for b. (per TRACS Policy)

**C4. The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation. (May require a New Comprehensive Evaluation)**

- Prospectus Checklist items which must be addressed: 1a-2a, 2c-9c, 9e and 10a-10e
- A staff or Focus Team visit may be required.

**C5. A change from clock-hours to credit-hours.**

- Prospectus Checklist items which must be addressed: 1a, 2c, 3a, 3c, 6d, 8b, 11a, 11c and 11d
- A staff visit may be required.

**C6. A substantial increase in the number of clock hours or credit hours awarded for successful completion of a program. (10% or more)**

- Prospectus Checklist items which must be addressed: 1a, 2c, 3a, 3c, 6d, 8b, 11a, 11c and 11d
- A staff visit may be required.

**C7. The entering into a contract (written agreement) with another institution or organization which is either unaccredited, accredited by an accrediting agency not recognized by the U.S. Secretary of Education or accredited by an accrediting agency which is recognized by the U.S. Secretary of Education but not certified to participate in the Title IV, HEA programs where the students at the TRACS accredited institution can earn more than 25 percent of the credit hours required for their academic program at the contracted institution.**

- Prospectus Checklist items which must be addressed: 1a-1g, 2a, 2c, 3a-3c, 6d and 9a. In addition, the institution must document compliance with TRACS Policy - Agreement Between Institutions.
- A staff visit may be required.

**C8. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an education program (See the TRACS Definition of a Branch Campus and applicable TRACS Policy).**

- Even though 34 CFR § 602.22(a)(2)(viii) allows an abbreviated procedure for an institution which meets specified criteria, TRACS reserves the right to only approve an accredited institution to add a Branch Campus after a full review of the institution's application to add a Branch Campus regardless of the number of Branch Campuses the institution has previously been approved to operate.

- Prospectus Checklist items which must be addressed: 1a-1e, 2a, 2c, 3a, 6a, 7a-7f, 8a-8c, 9a-9f, 10a-10d and 11a
- Both a staff and Focus Team visit may be required.

**C9. The acquisition of any other institution or any program or location of another institution.**

- Prospectus Checklist items which must be addressed: 1a-2a, 3a, 3b, 6d, 8a-9a, 9f, 10a and 11d
- A staff visit will be required. A Focus Team visit may be required.

**C10. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their program of study.**

- Prospectus Checklist items which must be addressed: 1a, 1b, 1d-2a, 2c, 3a, 3c, 5e, 6a, 7a, 7b and 8a
- A staff visit will be required. A Focus Team visit may be required.

**C11. The reinstatement of an academic program, including Distance Education, which had previously been placed in abeyance.**

- Prospectus Checklist items which must be addressed: 1a, 1d-2a, 2c -10e, 11a and 11c
- A staff or Focus Team visit may be required.

## **CATEGORIES OF INSTITUTIONAL CHANGES REQUIRING THE APPROVAL OF TRACS**

Changes requiring TRACS approval must receive this approval prior to implementation of the requested change

Definition of a Change Requiring the Approval of TRACS: When compared to what an institution reported to TRACS for its most recent review for accreditation or reaffirmation of accreditation by the Accreditation Commission, a Change Requiring the Approval of TRACS is:

- T1. The addition of courses or programs at a degree or credential level which is included in the institution's current accreditation that do not represent a significant departure from existing offerings of educational programs, from those that were offered when TRACS last evaluated the institution.**
  - Prospectus Checklist items which must be addressed: 1a-2a, 2c-9c, 9e and 10a-10e
  - A staff visit may be required.
  
- T2. Any change to programs or courses of a degree or credential which is included in the institution's current scope of accreditation including the change of the name of a program, the deletion of an approved program, or the addition or deletion of areas of emphasis within a program.**
  - Prospectus Checklist items which must be addressed for changes in programs which are not significant: 1a-1e, 1g, 2a, 2c, 3a, 5d, 5e, 6c, 6d, 7a, 7b and 9f
  - For deletion of a program, Prospectus Checklist items 11b, 12a and 12c must also be addressed.
  - Prospectus Checklist items which must be addressed for emphases to be deleted: 1a, 1c, 2a, 2c, 8b, 9f, 11a and 11b
  - A staff visit may be required.
  
- T3. The change of the name of the institution not related to a Substantive Change requiring Accreditation Commission approval.**
  - Prospectus Checklist items which must be addressed: 1a, 2a, 2c and 3a
  - A staff visit is not required

**T4. The establishment of an additional location geographically apart from the main campus at which the institution offers less than 50% of an education program (See the TRACS Definition of a *Teaching Site* and applicable TRACS Policy).**

- Prospectus Checklist items which must be addressed: 1a, 1b, 1d-2a, 2c, 3a-3c, 5e, 6a, 7a, 7b, 8a, 9a and 9f
- A staff visit may be required

**T5. The change of the location of the Institution or one of its Branch Campuses or Teaching Sites.**

- Prospectus Checklist items which must be addressed: 1a, 1b, 2a, 2c, 3a, 3b, 7a, 8a, 9a, 9f, 10a, 11c and 11d
- A staff visit will be required. A Focus Team visit may be required.

**T6. The closure of an Institution or one of its Branch Campuses or Teaching Sites.**

- Prospectus Checklist items which must be addressed: 1a, 1c, 1d, 2c, 3a and 12a-12d
- A staff visit is not required.

**T7. The initiation of a Pilot Project**

Institutions seeking to initiate any institutional change where such a change would be considered temporary and limited (relative to the scope of approval) in nature, may apply for approval of the proposed change as a Pilot Project. Approvals for such Pilot Projects may be granted by the President of TRACS with the understanding that if granted, the approval will specify the scope of approval, including the date of expiration for the approval and any other limitations imposed by the President of TRACS.

In the event the institution desires to make permanent the action authorized by the approval of a Pilot Project, the institution will be required to apply for the appropriate approval via the established processes for that particular initiative.

- Prospectus Checklist items which must be addressed shall be determined by the President of TRACS upon receipt of the proposal.
- A staff or Focus Team visit may be required at the discretion of the President of TRACS



## **CATEGORIES OF CHANGES NOT REQUIRING THE APPROVAL OF TRACS**

1. Changes not requiring the approval of TRACS include, but are not limited to the following:
  - a. The addition of new courses.
  - b. The deletion of courses no longer offered.
  - c. Changes to existing courses.
  - d. Changes to graduation requirements.
  - e. Changes to general education.
  - f. The addition or deletion of a minor.
  - g. Changes to requirements for a minor.
  - h. The addition of new facilities on campus.
  - i. The removal or sale of facilities no longer being used by the institution.
  - j. The addition of non-degree granting programs.
  - k. The occasional (not regular) offering of individual courses at locations that are not a part of the main campus or any approved Teaching Site or Branch Campus. (If on-going / regular instruction is to be offered at any one location, the institution must submit a proposal and receive TRACS approval to add a Teaching Site or Branch Campus)
  - l. The addition of a remote instructional location that is located within a 30-mile radius of the institution's main campus. TRACS reserves the right to require a staff visit to such locations to verify compliance with TRACS Standards.
  - m. Other as specified.
  
2. While the above changes do not require the approval from TRACS, the institution should complete and submit to TRACS the *Notice of Change Not Requiring Approval* form. (Appendix A)

*(Note: It remains the obligation of the institution implementing changes that do not require TRACS approval to ensure that such changes fall within the scope of the institution's recognition with TRACS and that the changes do not place the institution in non-compliance with any TRACS Standards.)*

# **PROSPECTUS CHECKLIST**

## **1. ABSTRACT**

- a. Describe in some detail the proposed change.
- b. Indicate the location(s) impacted by the proposed change
- c. Date of implementation for the proposed change.
- d. Projected number of students to be impacted by the proposed change.
- e. Describe the primary target audience for the proposed change.
- f. What is the projected life of the proposed change?
- g. Describe the instructional delivery methods to be utilized in the proposed change.

## **2. BACKGROUND INFORMATION**

- a. Provide a statement of nature and purpose of the proposed change in relation to the institution's mission and objectives.
- b. Include a copy of the institution's doctrinal position that is in harmony with the TRACS Biblical Foundational Statement.
- c. Provide evidence of any needed legal authority (including Board approval and all appropriate governmental authorizations) for the proposed change.
- d. Is the proposed degree program or a similar program offered at the institution's main campus or other off-campus sites? Explain as necessary.

## **3. ASSESSMENT OF NEED / PROGRAM PLANNING / APPROVAL**

- a. Discuss the rationale for the proposed change including an assessment of need, a market analysis, and a competition/differentiation analysis.
- b. Provide evidence of inclusion of the proposed change in the institution's ongoing planning and assessment processes.
- c. Document that faculty, Board and other relevant groups were involved in the review, approval and continuing control (as appropriate) of new (or deleted) program(s).
- d. Include the specific learning outcomes/objectives of courses or programs to be added as a part of the proposed change.

## **4. EDUCATIONAL PROGRAMS**

- a. Provide documentation demonstrating that the proposed program has been benchmarked against comparable programs as those offered at a minimum of three other accredited institutions.
- b. Provide course syllabi for Distance Education courses reflecting the requirement for regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

## **5. IMPACT OF THE PROPOSED CHANGE**

- a. Include a schedule of proposed course offerings needed to complete the proposed program. (Include all general educational requirements for any proposed associate or bachelor degree programs.)
- b. Include copies of syllabi for courses impacted by the proposed change.
- c. Describe any differences in admission, curriculum or graduation requirements that may occur as a result of the proposed change.
- d. Describe any special arrangements for grading, transcripts, or transfer policies that may occur as a result of the proposed change.
- e. Describe how administrative oversight may be impacted by the proposed change.

## **6. FACULTY**

- a. Provide a complete roster of academically qualified faculty employed to teach in the proposed course(s) or program(s).
- b. Demonstrate how faculty course loads in the proposed program as well as course work in existing programs will be impacted by the proposed change.
- c. Provide evidence that adequate faculty members are assigned to support the proposed program.
- d. Provide evidence of faculty involvement in the processes for program and course review and approvals as related to the proposed change
- e. For Distance Education or Correspondence Education programs/courses, describe the processes to be implemented to ensure that students have appropriate access to faculty.
- f. For graduate programs, document the scholarship and research capability of faculty.

## **7. LIBRARY LEARNING RESOURCES**

- a. Describe the library/learning resources currently available as well as those that will be needed to support the proposed program(s) course(s). If current resources are insufficient, provide an action plan for securing the necessary resources.
- b. Document the library/learning resources staffing and services currently in place to support the proposed initiative. If current staffing/services are insufficient, provide an action plan for securing the necessary staffing/services.
- c. If reliant upon other institutions/entities for library/learning resources, describe those resources and their relevance to the proposed program(s)/courses to be added as a part of the proposed change. Include any formal agreement documentation with other institutions/entities.
- d. Describe the institution's on-line resources that are available to students/faculty.
- e. Describe how students/faculty access on-line resources.
- f. Describe the training that is provided for students/faculty in use of on-line resources.

## **8. PHYSICAL RESOURCES**

- a. Describe the institution's physical facilities and the equipment that is available to support the proposed change.
- b. Assess the impact that the proposed change will have on existing programs and services.
- c. Describe the proposed marketing, pricing and implementation strategies and schedules.

## **9. FINANCIAL SUPPORT**

- a. Describe projected revenue, expenditures, and cash flow for the next five years including a tentative budget reflecting changes due to the proposed change.
- b. Identify the financial resources that will be needed for contractual or support services as a part of the proposed change.
- c. Describe the operational and management resources available for the proposed change.
- d. Provide a copy of the most recent institutional audit.
- e. Provide contingency plans if resources required to implement the proposed change do not materialize.
- f. Summarize the anticipated overall financial impact of the proposed change, including start-up and first year costs and break-even analysis.

## **10. EVALUATION AND ASSESSMENT**

- a. Describe briefly how the institution assesses overall institutional effectiveness and program specific student learning outcomes and how these processes will apply to the proposed change.
- b. Describe the processes utilized to monitor and ensure quality of the degree/major program and how these processes will apply to the proposed change.
- c. Summarize the processes utilized for the systematic evaluation of instructional results and how these processes will apply to the proposed change.
- d. Summarize the processes for using the results of assessments to improve institutional programs, services, and operations and how these processes will apply to the proposed change.
- e. For proposed changes involving Distance Education or Correspondence Education instruction, describe the methodology that will be utilized for ensuring that levels of knowledge and competency (student learning) are comparable to the requirements of traditional on-site instruction.

## **11. POLICIES AND PROCEDURES**

- a. Outline any changes in the institution's policies and procedures manual that the proposed change will require.
- b. Demonstrate that the institution has a policy concerning the requirement to provide a teach-out plan for all students affected by the closing of degree program which meets the requirements of TRACS Board Policies 222 and 224.
- c. Describe the impact the proposed change will have on student access to financial aid.

- d. Identify how the institution intends to minimize any negative impact that this change will have on students.

## **12. CLOSURE DOCUMENTATION**

- a. Submit a narrative which addresses the steps to be taken by the institution to meet each of the requirements of TRACS Board Policy 222 or, in the case of the closure of a program, those which are appropriate.
- b. Submit a Teach-Out Plan which meets the requirements of TRACS Board Policies 222. and 224.
- c. Submit a copy of any Teach-Out Agreement signed in relation to the closure which meets all the requirements of TRACS Board Policy 225.
- d. Submit information regarding the name and contact information of the State agency or institution which has agreed to act as the custodian of the institutions student academic records in accordance with the TRACS Board Policy 222.

## APPENDIX A

### NOTICE OF CHANGE NOT REQUIRING APPROVAL

Institution \_\_\_\_\_

I certify that the change(s) below were made in accord with all institutional policies and procedures. If required by our policies, they have been approved by our Governing Board.

\_\_\_\_\_  
Printed Name of CEO or CAO

\_\_\_\_\_  
Signature of CEO or CAO

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Which of the changes below is your institution reporting?

- a. The addition of new courses.
- b. The deletion of courses no longer offered.
- c. Changes to existing courses.
- d. Changes to graduation requirements.
- e. Changes to general education.
- f. The addition or deletion of a minor.
- g. Changes to requirements for a minor.
- h. The addition of new facilities on campus.
- i. The removal or sale of facilities no longer being used by the institution.
- j. The addition of non-degree granting programs.
- k. The occasional (not on-going / regular) offering of individual courses at locations that are not a part of the main campus or any approved Teaching Site or Branch Campus. *(If on-going / regular instruction is to be offered at a location, the institution must submit a proposal and receive TRACS approval to add the location as a Teaching Site or Branch Campus)*
- l. The addition of a remote instructional location that is located within a 30-mile radius of the institution's main campus. TRACS reserves the right to require a staff visit to such locations to verify compliance with TRACS Standards.
- m. Other as specified: \_\_\_\_\_

Describe the nature and implications of the change(s):

\_\_\_\_\_  
\_\_\_\_\_

*(Note: It remains the obligation of the institution implementing changes that do not require TRACS approval to ensure that such changes fall within the scope of the institution's recognition with TRACS and that the changes do not place the institution in non-compliance with any TRACS Standards.)*