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|  Brand logo |  |
| This document serves as the formal manner to begin a ‘Substantive Change Request’ for distance education. This form is only for Institutions/Providers that hold current **Registration Status** with NAECOB at the time of application. | [SCFDE] |

**What Are Substantive Changes?**

**PLEASE SUBMIT COMPLETED FORM TO:**

***The National Accreditation and Equivalency***

***Council of The Bahamas (NAECOB)***

**Tonique Williams Darling Highway & Knowles Drive**

**P.O. Box N-3913**

**Nassau, The Bahamas**

**Telephone: 328-8872/3**

**Email:** **naecob@moe.edu.bs**

**Website:** [**www.naecob.org**](http://www.naecob.org)

Substantive Change Request Form

 (Distance Education)

An Institution is granted *‘Registered’ Status* based on their programmes, processes, and procedures…etc. that are reviewed at the time of application. Given the evolving nature of the education industry, NAECOB understands that Institutions may change certain aspects of administration and operation to keep up-to-date with growing trends and best practices. However, there is a difference in what is considered a ‘minor change’ as opposed to a ‘substantive change’. The latter may require a new review of that ‘significant change area’ to determine if it is still in line with NAECOB’s standards and/or if the change(s) adversely affects other criteria areas.

**When Should An Institution Notify NAECOB About A Substantive Change Request?**

Registered Institutions making changes to any of the above mentioned areas must notify NAECOB early in the Institution’s planning process via the *‘Substantive Change Request Application Form’* **before** the change happens. NAECOB will then be able to advise the Institution accordingly if the planned changes will have an effect on their current *‘Registered’ Status.* Failure to notify NAECOB about any substantive change(s) being undertaken by the Institution will result in the possible penalty of losing its *‘Registered’ Status.*

The Institution is also encouraged to share information with NAECOB about changes in other areas not outlined above.

**Actions on Substantive Change Request**

NAECOB takes one of the three following actions on substantive change request submissions:

* Accepts – NAECOB “accepts” a substantive change request when the Institution has clearly demonstrated a thorough understanding of NAECOB’s compliance standards in relation to outlined violations and other areas of concern, if any.
* Document Receipt Of – At its discretion NAECOB may instead simply “document receipt of’ substantive change request instead of ‘accepting’ it. This indicates that the Institution demonstrated only a limited understanding of compliance standards in relation to outlined violations, and other areas of concern, if any.
* Rejects– NAECOB will “reject” a substantive change request when it is deemed insufficient and demonstrates a misunderstanding of NAECOB’s compliance standards in relation to outlined violations and other areas of concern, if any.

**BRIEFLY AND CONCISELY ANSWER THE FOLLOWING:**

|  |  |
| --- | --- |
| **Name of Institution** |  |
| **Physical Address** ***(main* *campus)*** |  |

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| --- | --- | --- | --- |
| **Phone #** |  | **Fax #** |  |
| **Website** |  |
| **Email** |  |

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| **Date of last ‘Institutional review’ by NAECOB** |  |
| **Date ‘Registered’ Status was obtained from NAECOB** |  |

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| **Name of ‘Chief Executive Officer’** |  |
| **Name of ‘Chief Administrative Officer’** |  |
| **Name of ‘Chief Academic Officer’** |  |

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| **Contact Person** ***Provide the information of the person who can provide follow-up information regarding content of this form.***  | **Name:**  |  |
| **Title:**  |  |
| **Email:**  |  |
| **Phone #:**  |  |

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| **Form prepared by:** |  |
|  FULL NAME |
|  |  |  |
| SIGNATURE |  | DATE |
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| **Since the institution’s last review by NAECOB, has identified ‘areas of concerns’ in being fully compliant with NAECOB’s standards been addressed?**Yes [ ]  No [ ]  If No, please explain: |
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| **At the time of application is the institution currently facing any sanctions from NAECOB or another accreditation body/agency?**Yes [ ]  No [ ]  If Yes, please explain: |
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| **Has the institution made a substantive change request before to NAECOB or another accreditation body/agency and been denied?**Yes [ ]  No [ ]  If Yes, please explain: |
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| **Is there currently, any pending legislation for, or against the institution outside of the scope of an accreditation body/agency?**  Yes [ ]  No [ ]  If Yes, please explain: |
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1. **Which of NAECOB’s Quality Assurance Standards is underpinned within the Substantive Change Request?** (Check All That Apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mission and Goals |  | Human Resources |  | Student Services & Co-Curricular Activities |
|  |  |  |  |  |  |
|  | Educational Programmes |  | Financial Resources |  | Learning Resources |
|  |  |  |  |  |  |
|  | Governance & Administration |  | Strategic Planning & Institutional Effectiveness |
|  |  |  |  |  |  |
|  | Physical Resources & Infrastructure |  | Programme & Institutional Outcomes Report |

1. **From the options below, select which area(s) best matches the nature of the institution’s proposed change.**

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|  | **Introduction of new delivery mode:**  Distance Learning Online Learning Hybrid Education |

1. **What factors led the institution recommending this proposed change(s). Also make reference to the intended start date and timeline to implement the proposed change(s).**

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| **Comments**  |
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1. **List the expected learning outcomes that the institution believes that the change(s) will have.**

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| **Comments**  |
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1. **What necessary approvals have been obtained to date to support the implementation of the propose change *(i.e. internal organizational approvals and external legislative, regulatory, governmental…etc. approvals)*.**

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| **Comments**  |
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1. **Give information on the Learning Management System (LMS) to be utilized for the *Distance, Online and Hybrid* learning.**

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| **Comments**  |
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1. **Describe how the institution will ensure its academic standards, integrity and best-practices are upheld. Elaborate on the institution’s policy on student’s privacy.**

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| **Comments**  |
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1. **State the institution’s policy on Student and Academic Services available for *Distance, Online and Hybrid* learning.**

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| **Comments**  |
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1. **Describe the learning resources (i.e Virtual Library, laboratories etc.) available to support the proposed change. Explain how the institution will provide adequate and effective technological support for students.**

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| **Comments**  |
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1. **State the institution’s policy regarding faculty qualifications relative to the design and delivery of *Distance, Online and Hybrid* learning.**

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| **Comments**  |
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1. **Describe adjustments to current and future resources *(human resources, fiscal resources, learning resources, physical resources…etc.)* that will facilitate the change(s) implementation process; what plan does the institution have in place to sustain the proposed change(s) after it is implemented?**

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| **Comments**  |
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1. **Give information on the policies and procedures that apply to assessments for *Distance, Online and Hybrid* learning.**

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| **Comments**  |
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1. **Does the institution have any concerns in regards to the proposed change(s) having an impact on remaining compliant with NAECOB’s standards?**

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| **Comments**  |
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1. **Confirm course content and learning outcomes by providing a course sample utilizing the template ( but not limited to ) below:**

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| Course Code: | Course Name: | Credit Hour: |
| Prerequisite(s): | Co-requisite(s) | Contact Hours: | Semester Length: | Mode of Delivery/ Instruction: | Date Last Updated:(month & year) |
| **Course Description:** Designed to give students a comprehensive understanding of the course content and introduce them to the learning experience. |
| **Course Objectives:** The online coursework load should be structured to achieve the learning objectives as well as promote student engagement and participation. |
| **Course Learning Outcomes:** Must state what the student will accomplish and it must be measureable. |
| **Course Materials:** Must ensure that text/e-book information includes: (i) Full name of book, (ii) Author(s), (iii) Edition, (iv) Year Published, (v) Publisher(s), (vi) ISBN # and (vii) Learning Management System (LMS). |
| **Course Content:** Components i.e. modules along with descriptions must be outlined. Students’ active participation for in-class and out of class activities should be outlined. The same should include but not be limited to the following:* Module name and length
* Objective
* Referenced material i.e. (text chapters etc.)
* Presentations
* Assignments
* Due dates

Quizzes |
| **Course Assessment & Evaluation:** Evaluation Criteria and weight assigned Grading Scale. Students will be required to:* Verify attendance
* Complete assignments & assessments (quizzes and final exam)
* Adhere to a Grading Scale.
 |
| **General & Academic Policy Statements:** Ensure at a minimum the following policies are included on each course outline: * Academic Integrity
* Class Attendance/Absenteeism
* Technology Requirements For The Course
* Disruptive Student & Conduct Policy
* Late Assignment Policy
* Make-Up Exam Policy
* Course Withdrawal Policy

**Note:**  Include a ‘subject to change statement’. |