

Substantive Change Request Form (Registered Institutions)

2018-2020

The National Accreditation
& Equivalency Council of
The Bahamas

NAECOB

This document serves as the formal manner to begin a 'Substantive Change Request'. This form is only for Institutions/Providers that hold current **Registration Status** with NAECOB at the time of application.

[SCF]

PLEASE SUBMIT COMPLETED FORM TO:

Dr. Iva Dahl, Executive Director
*National Accreditation and Equivalency
Council of The Bahamas (NAECOB)*
RND Plaza West
John F. Kennedy Drive
P.O. Box N-3913
Nassau, The Bahamas

Telephone: 328-8872/3

Email: info@naecob.org

SUBSTANTIVE CHANGE REQUEST FORM (REGISTERED INSTITUTIONS)

What Are Substantive Changes?

An Institution is granted 'Registered' Status based on their programmes, processes, and procedures...etc. that is reviewed at the time of application. Given the evolving nature of the education industry, NAECOB understands that Institutions may change certain aspects of its administration and operation to keep up-to-date with growing trends and best practices. There is however 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 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.

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Name of Institution	
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Physical Address <i>(main campus)</i>	
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Phone #		Fax #	
Website			
Email			

Date of last 'Institutional review' by NAECOB	
Date 'Registered' Status was obtained from NAECOB	

Name of 'Chief Executive Officer'	
Name of 'Chief Administrative Officer'	
Name of 'Chief Academic Officer'	

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

From 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:

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:

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:

Are there currently any legislation pending 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 Applies)

- | | | |
|--|---|--|
| <input type="checkbox"/> Mission and Goals | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Student Services & Co-Curricular Activities |
| <input type="checkbox"/> Educational Programmes | <input type="checkbox"/> Financial Resources | <input type="checkbox"/> Learning Resources |
| <input type="checkbox"/> Governance & Administration | <input type="checkbox"/> Strategic Planning & Institutional Effectiveness | |
| <input type="checkbox"/> Physical Resources & Infrastructure | <input type="checkbox"/> Programme & Institutional Outcomes Report | |

2. From below, select which area(s) best matches the nature of the Institution's proposed change.

	Legal Status to Operate: changes in business licensure agency and/or other regulatory licenses to operate
	Organizational Leadership: changes with the Chief Executive Officer, Chief Administrative Officer and/or Chief Academic Officer of The Institution.
	Ownership – changes in owner(s) or ownership type of the Institution.
	Board Members: changes in structure, authority and autonomy of governing board members.
	Institutional Goals: changes to the established organizational goals and objectives.
	Mission and Vision: changes to the established mission and/or vision s of the Institution.
	Academic Programmes: changes to key components of academic programmes (e.g. credential level, credit hours...etc.), introducing new mode(s) of delivery/instruction, suspend or discontinue a programme...etc.
	Staff: major changes to Instructional staff and/or administrative and support staff (heads of department, programme directors, clinical coordinators...etc.).
	Fiscal Resources: changes to fiscal resources of the Institution that are critical to supporting administrative and academic operations.
	Learning Resources: changes to learning resources (school management systems, eLibrary databases...etc.) that support programme delivery.
	Physical Resources: Close current geographical location of main campus. Initiate or relocate a Branch Campus, Initiate a Merger with another institution. Acquire another institution...etc.
	Agreements and Affiliations – Initiating or changing a collaborative academic arrangement. Establishing or changing an instructional service center /partner. Establishing or adjusting articulation agreements, MOUs...etc.
	Strategic Development Plan: changes to organizational strategic plan, direction and outcomes.
	Other: Other change pertaining to a previously reviewed and approved area of the Institution that is dependent on compliance to NAECOB's QA standards and/or other regulators.

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BRIEFLY AND CONCISELY ANSWER THE FOLLOWING:

- 3. 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).**

Comments

[Click here to enter text.](#)

- 4. List the expected outcomes that the institution believes that the change(s) will have.**

Comments

[Click here to enter text.](#)

- 5. 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*)**

Comments

[Click here to enter text.](#)

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- 6. 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?**

Comments

[Click here to enter text.](#)

- 7. Does the Institution have any concerns in regards to the proposed change(s) having an impact on remaining compliant with NAECOB's standards?**

Comments

[Click here to enter text.](#)