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 <u>'Registered' Status</u> 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:

- <u>Accepts</u> 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.
- <u>Document Receipt Of</u> 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.
- <u>Rejects</u> 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								
Physical Address (main campus)								
Phone #					Fax	K #		
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	Name:							
Provide the information of the	Title:							
person who can provide follow-up information regarding content of	Email:							
this form.	Phone #:							
From prepared by:				FULL NAME				
		Signatu	Ire				 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:
Has the Institution made a <u>substantive change request</u> 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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Mission and Goals	Human Resources	Student Services & Co-Curricular Activ
Educational Programmes	Financial Resources	Learning Resources
Governance & Administration	Strategic Planning & Institution	nal Effectiveness
Physical Resources & Infrastructure	Programme & Institutional Out	tcomes Report
2. From below, select whi	ch area(s) best matches the 1	nature of the Institution's
proposed change.	,	
Legal Status to Operate: change	s in business licensure agency and/	or other regulatory licenses to operate
•	_	r, Chief Administrative Officer and/or Chief
Academic Officer of The Instituti Ownership – changes in owner(s	on. s) or ownership type of the Institution	on.
	icture, authority and autonomy of g	
	the established organizational goals	<u>-</u>
Mission and Vision: changes to	the established mission and/or vision	on s of the Institution.
		rogrammes (e.g. credential level, credit end or discontinue a programmeetc.
Staff: major changes to Instruct programme directors, clinical co		d support staff (heads of department,
Fiscal Resources: changes to fise and academic operations.	cal resources of the Institution that	are critical to supporting administrative
_	learning resources (school manage	ment systems, eLibrary
	ogramme delivery. It geographical location of main car Inother institution. Acquire another	
	itiating or changing a collaborative	academic arrangement. Establishing or justing articulation agreements, MOUsetc.
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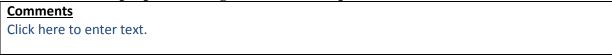
SUBSTANTIVE CHANGE REQUEST FORM (REGISTERED INSTITUTIONS)

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).
<u>Comments</u>
Click here to enter text.
4. List the expected outcomes that the institution believes that the change(s) will have.
<u>Comments</u>
Click here to enter text.
5. What necessary approvals have been obtained to date to support the
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6.	Describe adjustments to current and future resources (human resources, fiscal
	resources, learning resources, physical resourcesetc.) 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?



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.