

## REQUEST FOR CHANGE TO CHEA-RECOGNIZED SCOPE FORM

*2021 CHEA Standards and Procedures for Recognition*  
**Section D. Substantive Changes-**  
**17. Changes Requiring Committee Approval**

Directions for Submission: **Please complete and save this form, then upload it along with all supporting documents at one time to <https://www.chea.org/form/recognition-submission-form>.** Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Accrediting Organization: \_\_\_\_\_

Acronym used by Accrediting Organization: \_\_\_\_\_

Type of Accrediting Organization (Institutional, Programmatic or Both): \_\_\_\_\_

Accrediting Organization Website Address: \_\_\_\_\_

Full Name of Person Completing Report: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Identify which of the following changes are included in this request for change in scope (select all that apply):**

change in the type(s) of institutions and programs;

addition or removal of a degree level;

change of geographical boundaries of accreditation activity (i.e., United States and international locations); and

addition or removal of a professional field of study.

1. Current CHEA Scope of Recognition (include date):

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2. Provide the proposed CHEA-recognized scope statement.

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3. Describe the reason(s) for the proposed change (be specific).

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Attach documentation that demonstrates completion of Items A.-D.

- A. Evidence that the proposed change(s) were made public.
- B. Evidence that the decision-making body approved the change.
- C. Evidence that the new proposed scope has been effectively implemented at a minimum of two institutions or programs
- D. Evidence that the accrediting organization's capacity is adequate to accommodate the proposed change in scope.

The Committee on Recognition reviews the request for Change in Scope at its next scheduled meeting providing that the request is received at least 45 days prior to the scheduled meeting. CHEA notifies the accrediting organization of the Committee's decision to approve, deny or seek additional information.

**Upload additional pages if needed along with all other documentation and this completed form according to "Directions for Submission" at the top of this document. Please only submit this form and supporting documentation once.**