



**SUBSTANTIVE CHANGE FORM**

*2021 CHEA Standards and Procedures for Recognition*  
**Section D. Substantive Changes – 16. Changes Requiring Notification**

**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 Form: \_\_\_\_\_

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

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

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

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

**1. Identify the area(s) of substantive change below (select all that apply):**

- governance;
- financial condition;
- mission;
- operations;
- relationship with parent or sponsoring organization;
- standards, policies, or procedures; and
- editorial changes to the CHEA-recognized scope.

