



Criteria for Substantive Change Level II Oversight Authorization

Listed below are the criteria that the Northwest Commission on Colleges and Universities will use in evaluating an institution's request for Level II Oversight Authorization. The Commission will verify the institution's status in regard to Criterion 1. Institutions must address Criteria 2, 3, and 4.

Criterion #1:

Institutions seeking Level II Oversight Authorization must:

- A. Be accredited by the Commission on Colleges and Universities;
- B. Have not had a warning or probation imposed within the immediate past ten years of the date of request for authorization;
- C. Have not been issued a *Show Cause* order within the immediate past twenty years of the date of request for authorization;
- D. Possess a successful history of adherence to the Commission's policy on substantive change.

Criterion #2:

Describe in detail the processes and procedures used to address elements *a.* through *i.* of Policy A-2 *Substantive Change*. Specifically, institutions shall:

- A. Describe the procedure whereby substantive change is considered within the context of the mission and goals of the institution.
- B. Describe the procedure for substantive change approval and provide evidence that a governing board or appropriate agency external to the institution has authorized a proposed substantive change. Examples of evidence include letters of approval and minutes of board meetings.
- C. Describe the institution's internal approval process and provide evidence of approval by the appropriate academic policy bodies and/or oversight committees within the institution. Examples of evidence include letters, or minutes of meetings where approval was granted by the appropriate bodies.
- E. Describe how the need for change is identified in the institution, how potential enrollees are identified, how organizational arrangements are considered in light of a substantive change, and how the timetable for substantive change implementation is established.
- F. Describe how the budgetary implication of a substantive change are proposed and considered and how the institution generally processes budget requests or otherwise provides or secures funding over a three-year period for substantive changes.

- G. Describe how current student services are considered as part of the substantive change process. Describe how affected stakeholders in this area are considered in the substantive change process and how student services effectiveness for all students will be assessed in light of the substantive change.
- H. Describe the process whereby the physical and technical infrastructure is considered in light of substantive change proposals. Describe how the policy for physical and technical infrastructure modification is factored into the substantive change process.
- I. Describe how the adequacy and accessibility of library and information resources are determined for the proposed change. Describe the process whereby required library resources are requested and provided in regard to the substantive change process.
- J. Describe the process by which the need for faculty or staff, their qualifications, and support are considered in the substantive change process.

Criterion #3:

Institutions seeking Level II Oversight Authorization must describe in detail the manner in which documentation and management of qualifying substantive change materials are to be maintained by the institution. Specifically, where and how will the materials pertaining to Level II Oversight Authorization actually be located, catalogued, secured, and maintained.

Criterion #4:

Institutions seeking Level II Oversight Authorization must provide a statement agreeing to notify the Commission prior to the implementation of qualifying Level II substantive changes and that documentation related to Level II substantive changes will be available for review at any time by a representative of the Commission.