

Substantive Change Report Decisions

Routine and reasonable personnel change and/or adding, modifying, and dropping courses, fall within the nature and scope of normal program operation and typically do not affect accreditation status. However, changes that may significantly affect the nature of the counseling program, curricula, identity of the faculty, and the allocation of resources are considered substantive changes and may affect the institution's accreditation. Programs must submit a Substantive Change Report prior to implementing any of these changes. The CACREP Board will review the Substantive Change Report and take action.

The categories of Substantive Change Report decisions are:

1. Approve the change without conditions. The information provided indicates compliance with the Standards and provides good supporting evidence for each area of the report.
2. Approve the change with conditions specified. The information provided is insufficient, conflicting, or unclear as to whether the program is in compliance with all the Standards and/or policies. Therefore, one or more standards-related or policy-related deficiencies may be cited, or additional evidence/materials may be requested to provide clarity. The program will be required to submit an Interim Report in order for the CACREP Board to make a final accreditation decision.
3. Require a site visit or other measures. The information provided raises concerns about interference with or compromise of the delivery or integrity of the program. Therefore, there is a need to verify information provided to ensure adequacy of information on which to base a decision.
4. Disapprove the change. The information provided indicates non-compliance with the Standards and/or policies or raises concerns about interference with or compromise of the delivery or integrity of the program. This is not a denial of continued accreditation; however, it does indicate a serious issue that the institution must respond to with some urgency.
5. Initiate additional actions as deemed necessary

Following each Board meeting, Board action on every type of report reviewed is communicated to programs in a letter using the language of the categories of decisions, as appropriate, rendered by the Board. These letters typically provide direction for any follow-up required as it relates to each decision respectively.