

**Accreditation Commission for Homeopathic Education in North America
Report of Substantive Change**

Directions for Completion and Submission of this Form:

This form should be completed whenever an accredited school, or a school that has achieved candidacy for accreditation, is considering implementing a substantive change. Substantive changes are those changes which might reasonably be judged to significantly impact the ability of the school to meet ACHENA's accreditation standards, including changes that may impact: the quality of program(s) offered; the school's capacity to meet its objectives; the scope of the schools programs or activities; the school's institutional or financial stability; the school's governance structure, organizational autonomy or decision making processes. Major changes in governance structure, ownership or organizational classification, staffing pattern, admissions policies, student rights and responsibilities, length, content or structure of the curriculum, addition of a new program, or financial standing should be reviewed by school representatives to determine if they represent substantive changes that should be reported to ACHENA. If a school is unclear whether a change is indeed substantive, representatives are encouraged to contact ACHENA to discuss the situation. This form should preferably be submitted to ACHENA via email prior to making the substantive change and except in emergency situations, schools should allow 60 days for ACHENA's response. The completed form should not exceed 12 single-spaced pages. Up to 3 attachments not subject to page limitations may be included.

Date of Submission of this Form:

Name of school representative responsible for preparing the Form:

Name of school representative that ACHENA should communicate with regarding the substantive change (include contact information):

Provide a complete description of the substantive change:

Describe the rationale for making the substantive change/ conditions which brought about the need for the substantive change:

Describe the impact of the substantive change on the school's ability to meet the full range of ACHENA's accreditation standards:

Describe any potentially negative consequences or outcomes if the school does not adopt the substantive change:

Describe Involvement of the School's Governing Body in decision-making regarding the change:

Describe involvement of the school's faculty in decision-making regarding the change:

Describe involvement in students in decision-making regarding the change:

Describe how the school will monitor/ evaluate the impact of the substantive change.

Describe the timeline for implementation of the substantive change: