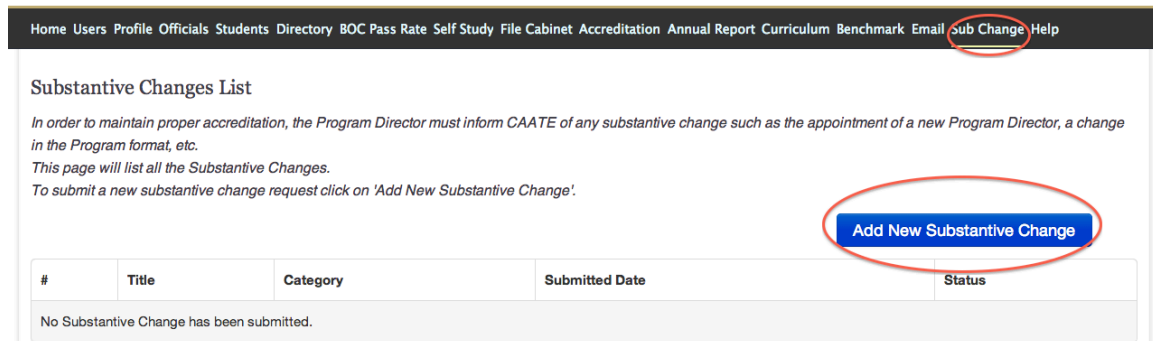


## Substantive Change

Substantive Change includes any major change in the program. In order to maintain accreditation, the Program Director must inform CAATE of any substantive change such as the appointment of a new Program Director, a change in the Program format, etc. The documents required for each change are listed below in the appropriate category and can be uploaded to e-Accreditation.

To submit a new substantive change request click 'Add New Substantive Change.'



Home Users Profile Officials Students Directory BOC Pass Rate Self Study File Cabinet Accreditation Annual Report Curriculum Benchmark Email **Sub Change** Help

### Substantive Changes List

*In order to maintain proper accreditation, the Program Director must inform CAATE of any substantive change such as the appointment of a new Program Director, a change in the Program format, etc.*  
*This page will list all the Substantive Changes.*  
*To submit a new substantive change request click on 'Add New Substantive Change'.*

**Add New Substantive Change**

#	Title	Category	Submitted Date	Status
No Substantive Change has been submitted.				

The following categories for substantive change are available.

- Change of Program leadership where:
  - Program Director is new faculty member
  - Existing Program Director takes leave of absence
  - Existing faculty member appointed as a permanent Program Director
- Major curricular changes
- Change in degree (including level of the degree)
- Relocation of program (change in department, school, or college)
- Change in school or institutional accreditation status
- Change in program resources from the university
- Other

## Substantive Change

### Instructions for Substantive Change

In order to maintain proper accreditation, the Program Director must inform CAATE of any substantive change such as the appointment of a new Program Director, a change in the Program format, etc.

#### Please select one of the following categories of Substantive Change:

Change of Program leadership (this includes change of program director)

- Program Director is a new faculty member
- Existing Program Director takes leave of absence
- Existing faculty member appointed as a permanent Program Director
- Other changes to leadership
- Major curricular changes
- Change in degree
- Relocation (change of department, school or college)
- Change in School or Institutional accreditation status
- Withdrawal of program resources by the university
- Other

#### Substantive Change Title

#### Description

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Words: 1 Words, 0 Characters

## Supporting Materials

You will be able to upload supporting document if any, after saving the Substantive change.

Title	File Name	Actions	Uploaded By (Date)
No files have been uploaded.			

[Save Substantive Change](#) [Submit Substantive Change](#)

## Program Director Changes

Institutional administrators are responsible to complete a substantive change request and upload appropriate documentation within 30 days of anticipated or actual departure of the Athletic Training Program Director. Failure to do so will result in the program being placed on Administrative Probation. The CAATE Office will update the Program Director information in eAccreditation after review and acceptance of the appropriate materials. All other program administrators may be changed within e-Accreditation by the Program Director by adding a user to the User tab and then selecting that user as an official on the Officials tab.

### **Change of Degree**

The CAATE has developed this substantive change– change of degree at the request of programs **voluntarily** moving their degree from the bachelors to the master’s degree level. This process is available **annually** to programs that are mid-accreditation cycle and are in good standing (i.e., not on probation). Programs should only submit the notification of intent in the year they are planning on applying for substantive change. The Substantive Change Application (mini self-study) and all materials must be completed in eAccreditation no later than submission deadline associated with your intent date (see table of dates below). A \$3000 review fee is submitted with this document.

### Substantive Change Review Cycles

Intent Due	Mini Self-Study Due
February 1	April 1
June 1	August 1
October 1	December 1
*With Comprehensive Review May 1	Same deadline as Self-Study July 1

