

# **SUBSTANTIVE CHANGE FORM**

Accrediting Commission for Programs in Hospitality Administration (ACPHA)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Substantive Change

A substantive change in a program will be approved only if it is determined that there is a substantial likelihood that the change will result in continuous compliance with accrediting standards and will ultimately bring about positive results for the Program's students.

## **INSTRUCTIONS**

1. For further information please refer to the ACPHA Policy and Procedure Manual found on the ACPHA website [www.acpha-cahm.org](http://www.acpha-cahm.org).
2. Include a statement describing the nature of the Substantive Change. The statement should include a description of the events or circumstances upon which the Substantive Change is based and the names and titles (if any) of the individuals involved. If available, please include copies of any documents or materials that support the Substantive Change request. Please note that ACPHA will only process Substantive Change requests that concern compliance with accrediting standards or requirements.

The response and the Substantive Change will be kept on file for future reference.

## **SUBMIT TO:**

**Executive Director, Accrediting Commission for Programs in Hospitality Administration**

Email to: [info@acphacommission.org](mailto:info@acphacommission.org) or send to: P.O. Box 400 Oxford, MD 21654