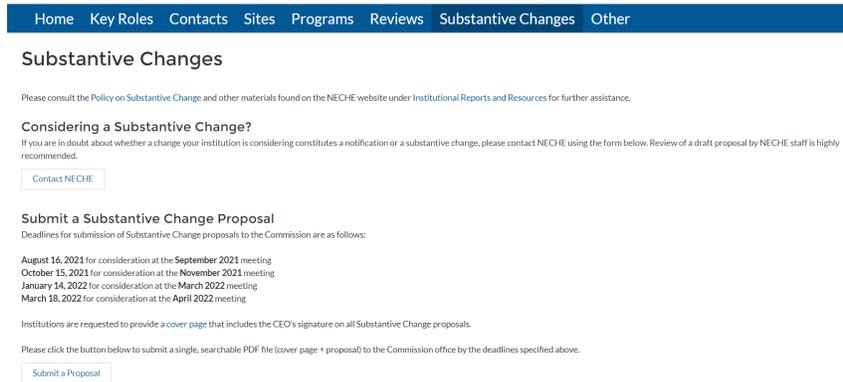


The NECHE Institution Portal

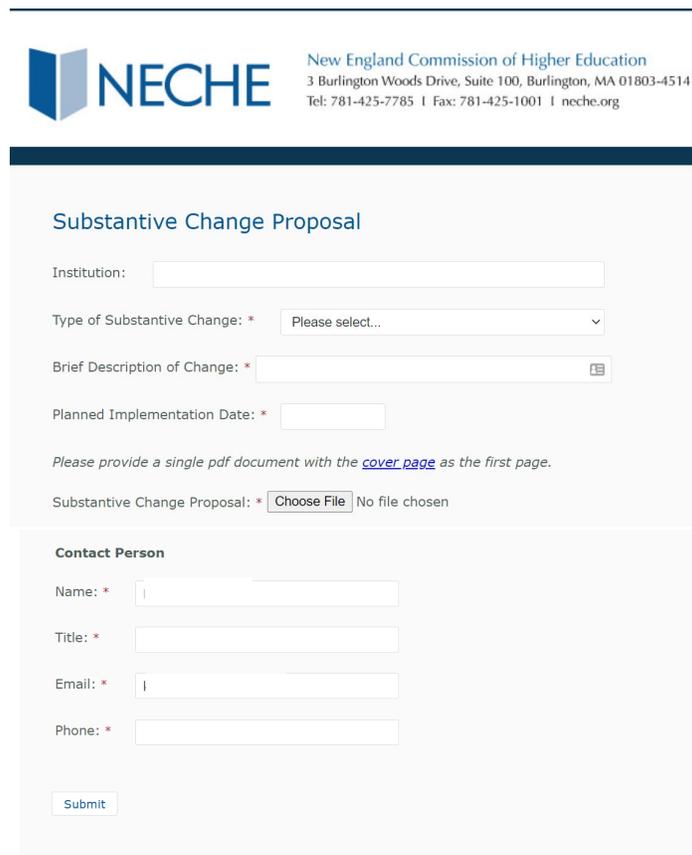
Submitting a Substantive Change Proposal

1. To submit a substantive change proposal, log into the NECHE Institution Portal and click “Substantive Changes” on the top menu bar. This bring you to the Substantive Changes page.



The screenshot shows the 'Substantive Changes' page on the NECHE website. At the top is a dark blue navigation bar with links: Home, Key Roles, Contacts, Sites, Programs, Reviews, Substantive Changes, and Other. Below the navigation bar is the 'Substantive Changes' section header. The page contains several informational blocks: a link to the 'Policy on Substantive Change', a 'Considering a Substantive Change?' section with a 'Contact NECHE' button, a 'Submit a Substantive Change Proposal' section with submission deadlines (August 16, 2021; October 15, 2021; January 14, 2022; March 18, 2022) and a 'Submit a Proposal' button.

2. Next, click the “Submit a Proposal” button. This will open a Substantive Change Proposal Form.



The screenshot shows the 'Substantive Change Proposal' form. At the top left is the NECHE logo, and to the right is the text: 'New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514, Tel: 781-425-7785 | Fax: 781-425-1001 | neche.org'. The form title is 'Substantive Change Proposal'. It contains several input fields: 'Institution:', 'Type of Substantive Change: *' (a dropdown menu with 'Please select...' selected), 'Brief Description of Change: *' (a text area with a small icon), and 'Planned Implementation Date: *'. Below these fields is a note: 'Please provide a single pdf document with the [cover page](#) as the first page.' Underneath is a file upload section: 'Substantive Change Proposal: *' with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a 'Contact Person' section with fields for 'Name: *', 'Title: *', 'Email: *', and 'Phone: *'. A 'Submit' button is located at the bottom left of the form.

3. Please complete all fields on the form. Your institution name as well as your name and email will be pre-filled on the form.

4. Click "Choose File" to find and attach your substantive change proposal to the form. Your proposal should be a single, searchable PDF document with the signed cover page as the first page of the document.

5. When all fields are completed and the substantive change proposal document is attached, click the "Submit" button at the bottom of the form.

6. Your substantive change proposal is now submitted. NECHE staff are notified of the submission and will be in touch with any questions.