Institutional Changes

An Institutional Change is defined as any modification (academic or non-academic) that has either been implemented (those requiring notification but not approval) or is being proposed for implementation (those requiring the approval of either the President of TRACS or the Accreditation Commission) by the institution that differs from the institution's current scope of recognition with TRACS. TRACS classifies institutional changes as either **Non-Substantive Changes** or **Substantive Changes**.

Non-Substantive Changes (Category 1) do not require approval prior to implementation but require notification to TRACS no later than 30 days after implementation.

Substantive Changes (Categories 2-4) require the approval of either the Accreditation Commission or the President of TRACS prior to implementation.

Thus, Institutional Changes fall into one of the following Categories:

- **Category 1** - Do not require approval prior to implementation but require notification to TRACS no later than 30 days after implementation.
- **Category 2** - Require (1) review by TRACS staff, (2) approval by either the Accreditation Commission or TRACS President, and (3) do not require a visit to the institution.
- **Category 3** - Require (1) review by TRACS staff, (2) approval by either the Accreditation Commission or TRACS President, and (3) a staff only visit (either on-site or virtual) to the institution.
- **Category 4** - Require (1) review by TRACS staff, (2) review by a Peer Evaluator(s), (3) approval by either the Accreditation Commission or TRACS President, and (4) a visit (either on-site or virtual) by TRACS staff and a Peer Evaluator(s) to the institution.

All Institutional Changes, whether Non-Substantive or Substantive, are submitted as an *Institutional Change Form* (ICF) on the TRACS portal. Each institutional change, whether Substantive or Non-Substantive must be submitted on a single ICF.

Candidate institutions may only submit Non-Substantive Change notifications. Accredited institutions may submit both Non-Substantive and Substantive Change proposals.

For a Substantive Change proposal requiring the approval of the Accreditation Commission to be considered at a spring Accreditation Commission meeting, the proposal, all required visits, and subsequent institutional responses must be completed by March 1st. For a Substantive Change proposal requiring the approval of the Accreditation Commission to be considered at a fall Accreditation Commission meeting, the proposal, all required visits, and subsequent institutional responses must be completed by September 1st.

Substantive Changes that require approval by the President of TRACS will be considered as soon as practical following the receipt of the ICF, all required documentation, all required visits,

and the opportunity for staff to review all documentation and submit a recommendation to the President of TRACS.

The effective date of an approved Substantive Change will be the date of the Commission or Presidential approval. TRACS will appropriately notify the institution following the decision of the Commission or the President. No institutional change will be approved retroactively, except that the effective date for a change in institutional ownership will be the date the actual change in ownership took place.

Any approved Substantive Change, whether approved by the Accreditation Commission or by the President of TRACS, is subject to follow-up review by TRACS at any time subsequent to approval.

Non-Substantive Changes (Category 1)

Category 1 - Do not require approval prior to implementation but require notification to TRACS no later than 30 days after implementation.

1.1 - Changes to total units required for graduation or program completion. (Changes of 10% or more in undergraduate or 25% or more in graduate programs require submission of a 2.4 ICF)

1.2 - Changes to general education requirements.

1.3 - The addition or deletion of a non-degree granting Certificate embedded within an approved program. *Institutions offering only Diploma and/or Certificate programs are required to submit a Category 2.6 Institutional Change Form for the addition of any new Diploma or Certificate program.*

1.4 - A change of address that does not involve relocation of the institution or one of its Remote Locations.

1.5 - The addition or deletion of non-degree granting programs. *The addition of a Certificate program requires the submission of either a Category 1.3 notification or a Category 2.6 proposal.*

1.6 - The establishment of an Instructional Site: A location separate from the main campus of the institution which does not require specific authority to operate where courses offered on-site comprise less than 50 percent of all educational programs offered by the institution. *TRACS reserves the right to require a staff visit to such locations to verify compliance with TRACS Standards.*

1.7 - The addition of Dual Enrolment courses as defined by TRACS Policy BP223.

1.8 - The placing of an approved academic program into abeyance / inactive status.

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 2b, 2c, and 9a.
- Programs placed in abeyance will require the submission of a 2.6 proposal and the approval of the President of TRACS before reinstatement.

1.9 - The addition or deletion of an already approved educational program at an approved Remote Location.

1.10 - Notification of an institutional change that was approved by another U.S. Department of Education recognized accrediting agency where TRACS does not serve as the institution's primary accreditor. *The notification should include (a) a copy of the institutional change documentation submitted to the other agency and (b) verification that the institutional change has been approved by the other agency or that the institutional changes does not require the approval of the other agency.* ***Such notifications will be reviewed and authorized by the TRACS Accreditation Commission.***

1.11 - Notification of a change in the method of delivery for existing educational programs. *The method of delivery utilized by the institution must already be included in the institution's scope of recognition. Such notifications may require additional staff review. Institutions that have been placed on probation or equivalent status, have been subject to negative action by TRACS over the prior three academic years, or are under a provisional certification, as provided in 34 CFR 668.13, must receive prior approval from TRACS for a change in the method of delivery for existing educational programs.*

1.12 - Other as specified. *Institutions that have been placed on probation or equivalent status, have been subject to negative action by TRACS over the prior three academic years, or are under a provisional certification, as provided in 34 CFR 668.13, must receive prior approval from TRACS for certain non-specific notification only changes. Contact your TRACS staff representative for more information.*

Substantive Changes (Categories 2-4)

Category 2 - Require (1) review by TRACS staff, (2) approval by either the Accreditation Commission or TRACS President, and (3) do not require a visit to the institution.

2.1 - Any change in the established Mission or Institutional Objectives including a name change related to these changes. *The rewording of the Mission or Institutional Objectives that does not change the actual content of the Mission or Institutional Objectives is not considered a change requiring approval, but should be reported as a Non-Substantive change. This proposal may trigger a Comprehensive Evaluation.* **(Accreditation Commission Approval)**

- Prospectus Checklist items: 1a, 1c, 2b, 2c, and 7d

2.2 - Any change in the legal status, form of control, or ownership of the institution including a name change related to these changes. *This proposal may trigger a Comprehensive Evaluation.* **(Accreditation Commission Approval)**

- Prospectus Checklist items: 1a, 1b, 1c, 2a, 2b, 2c, 7a, 7b, 7c, and 7d

2.3 - A change in the way an institution measures student progress, including whether the institution measures progress in clock hours or credit hours, semesters, trimesters, or quarters, or uses time-based or non-time based methods. (TRACS President Approval)

- Prospectus Checklist items:1a, 1c, 1g, 1h, 2a, 2b, 3b, 3e, 7c, 7d, 8a, and 8c.

2.4 - A substantial increase or decrease (10 percent or more for undergraduate programs / 25 percent or more for graduate and postgraduate programs) in the number of clock hours or credit hours or in the program content required for successful completion of a program, or an increase in the level of credential awarded, for successful completion of one or more programs. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 2a, 2b, 2c, 3a, 3b, 3e, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7d, and 8a

2.5 - The entering into a contract (written agreement) with another institution or organization where the students at the TRACS accredited institution can earn more than 25 percent (but less than 50 percent) of the credit hours required for their academic program at the contracted institution, and the contracted institution is either unaccredited, accredited by an accrediting agency not recognized by the U.S. Secretary of Education or accredited by an accrediting agency which is recognized by the U.S. Secretary of Education but not certified to participate in Title IV, HEA programs. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1f, 1h, 2a, 2b, 2c, 3b, 3c, 6b, 7d, and 8a
- In addition, the institution must document compliance with TRACS Policy BP230 - Agreement Between Institutions.

2.6 - The addition of programs at a degree or credential Category included in the institution's current scope of recognition that do not represent a significant departure from already approved educational programs, including the addition of a non-degree granting Certificate program that is not embedded within an already approved educational program. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7a, 7b, 7c, 7d, 8a, and 8c

2.7 - A change in the name of an approved educational program. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 2a. 2b, 2c, 3a, and 7d

2.8 - The deletion of an approved educational program. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1h, 2a, 2b, 2c, 3a, 4b, 4c, 6b, 7d, 8a, and 9a

2.9 - The addition or deletion of a concentration/area of emphasis within an approved educational program. *A concentration/area of emphasis consists of 10 or more semester credit hours / 15 or more quarter hours where all the courses are within the same or a related field.* **(TRACS President Approval)**

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 4a, 4b, 4c, 5a, 6a, 6b, and 7d

2.10 - The change of the name of the institution not related to a 2.1 or 2.2 Substantive Change. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 2a, 2b, 2c, and 7d

2.11 - The closure of an Institution or one of its Branch Campuses, Teaching Sites, or Extension Sites. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 4b, 6b, 7b. 8b, 8c, 9a, 9b, 9c, and 9d

2.12 - The reinstatement of an academic program, including Distance Education, which had previously been placed in abeyance / inactive status. (TRACS President Approval)

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7d, 8a, and 8c

2.13 - The establishment of an Extension Site: A location separate from the main campus of the institution which requires specific authority to operate where courses offered on-site comprise less than 50 percent of all educational programs offered by the institution. *TRACS reserves the right to require a staff visit to such locations to verify compliance with TRACS Standards.* **(TRACS President Approval)**

- Prospectus Checklist items for both (a) and (b): 1a, 1b, 1c, 1d, 1g, 1h, 2a, 2b, 2c, 4a, 5a, 5b, 5c, 5d, 6a, 7a, 7b, 7c, 7d, 8a, and 8c
- The proposal should indicate the programs and percentage of each program to be offered at the proposed Extension Site.
- The proposal should indicate (1) how students are notified via institutional publications of the percentage of each program to be offered at the proposed Extension Site (2) options for program completion if 100% of the program is not offered at the proposed Extension Site, and (3) the method of documentation to be utilized to confirm that this information was conveyed to prospective students.
- The Instructional Staff Listing should be specific to the proposed Extension Site. (4a)
- The proposal should list the Student Services to be offered virtually through the main campus or at the proposed Extension Site.

2.14 - The initiation of a Pilot Project. *Institutions seeking to initiate any institutional change where such a change would be considered temporary and limited (relative to the scope of approval) in nature, may apply for approval of the proposed change as a Pilot Project. Approvals for Pilot Projects may be granted with the understanding that the approval will specify the scope of approval, including the date of expiration for the approval and any other limitations stipulated by the President of TRACS.*

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1f, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7d, 8a, 8b, and 8c
- Other Prospectus Checklist items to be addressed may be determined by the President of TRACS upon receipt of the proposal.

<u>Category 3</u> - Require (1) review by TRACS staff, (2) approval by the Accreditation Commission, and (3) a staff only visit (either on-site or virtual) to the institution.

3.1 - The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their program of study.

- Prospectus Checklist items: 1a, 1c, 1d, 1f, 1g, 2a, 2b, 2c, 4a, 5a, 5b, 5c, 5d, 6a, 6b, 7b, 7c, 7d, 8a, 8b, and 8c

<u>Category 3 Proposals Requiring Presidential Approval</u>

3.2 - The establishment of a Teaching Site - (a) an additional location of an institution that is geographically apart from the main campus of the institution and at which the institution offers at least 50 percent of any educational program and may qualify as a Branch Campus, or (b) a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional facility where instruction is offered regardless of the percentage of instruction delivered on-site or through Distance Education. *(For part (a) Teaching Sites, see the TRACS Definition of a Teaching Site and applicable TRACS Policy and Note 4 of BP226/ For part (b) Teaching Sites that will serve as a PEP location, see the TRACS definition of a teaching site, applicable TRACS policy, and Note 6 of BP226)*

- Prospectus Checklist items for both (a) and (b): 1a, 1b, 1c, 1d, 1g, 1h, 2a, 2b, 2c, 4a, 5a, 5b, 5c, 5d, 6a, 7a, 7b, 7c, 7d, 8a, and 8c
- The proposal should indicate the programs and percentage of each program to be offered at the proposed Teaching Site.
- The proposal should indicate (1) how students are notified via institutional publications of the percentage of each program to be offered at the proposed Teaching Site (2) options for program completion if 100% of the program is not offered at the proposed Teaching Site, and (3) the method of documentation to be utilized to confirm that this information was conveyed to prospective students.
- The Instructional Staff Listing should be specific to the proposed Teaching Site. (4a)
- The proposal should list the Student Services to be offered virtually through the main campus or at the proposed Teaching Site.

3.3 - The change of the location of the Institution or one of its Branch Campuses or Teaching Sites.

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1f, 1h, 2a, 2b, 2c, 5a, 6a, 6b, 7a, 7b, 7c, 7d, and 8a

Category 4 - Require (1) review by TRACS staff, (2) review by a Peer Evaluator(s), (3) approval by the Accreditation Commission, and (4) a visit (either on-site or virtual) by TRACS staff and a Peer Evaluator(s) to the institution.

4.1 - The addition of programs that represent a significant departure from the programs that are included in the intuition's current scope of recognition.

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7a, 7b, 7c, 7d, 8a, and 8c

4.2 - The addition of Level 1 Distance Education for course or program delivery where less than 50 percent of a program is offered via Distance Education, less than 50 percent of total students enrolled at the institution are enrolled in at least one Distance Education course, and less than 50 percent of all courses offered by the institution are offered via Distance Education.

- The proposal should indicate the percentage of all programs to be offered via Distance Education, the percentage of all students enrolled at the institution to be enrolled in at least one Distance Education course, and the percentage of all courses offered by the institution to be offered via Distance Education.
- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3d, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7a, 7b, 7c, 7d, 8a, and 8c

4.3 - The addition of Level 2 Distance Education for course or program delivery where at least 50 percent of a program is offered via Distance Education, at least 50 percent of total students enrolled at the institution are enrolled in at least one Distance Education course, or at least 50 percent of all courses offered by the institution are offered via Distance Education.

- The proposal should indicate the percentage of all programs to be offered via Distance Education, the percentage of all students enrolled at the institution to be enrolled in at least one Distance Education course, and the percentage of all courses offered by the institution to be offered via Distance Education.
- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3d, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7a, 7b, 7c, 7d, 8a, and 8c

4.4 - The addition of programs of study at a degree or credential Category different from that which is included in the institution's current scope of recognition. *(This proposal may trigger a Comprehensive Evaluation)*

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 7a, 7b, 7c, 7d, 8a, and 8c

4.5 - The establishment of a Branch Campus - An additional location of an institution that is geographically apart from and independent of the main campus of the institution. TRACS considers a location of an institution to be independent of the main campus if the location (a) is permanent in nature; (b) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; (c) has its own faculty and administrative or supervisory organization; and (d) has its own budgetary and hiring authority. *(See the TRACS Definition of a Branch Campus and applicable TRACS Policy, and Note 3 BP226).*

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1g, 1h, 2a, 2b, 2c, 4a, 5a, 5b, 5c, 5d, 6a, 7a, 7b, 7c, 7d, 8a, and 8c
- The proposal should indicate the programs and percentage of each program to be offered at the proposed Branch Campus.
- The proposal should indicate (1) how students are notified via institutional publications of the percentage of each program to be offered at the proposed Branch Campus (2) options for program completion if 100% of the program is not offered at the proposed Branch Campus, and (3) the method of documentation to be utilized to confirm that this information was conveyed to prospective students.
- The Instructional Staff Listing should be specific to the proposed Branch Campus. (4a)
- The proposal should list the Student Services to be offered virtually through the main campus or at the proposed Branch Campus.

4.6 - The acquisition of any other institution or any program or location of another institution.

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1h, 2a, 2b, 2c, 6a, 6b, 7a, 7b, 7c, 7d, 8a, 8b, and 8c

4.7 - The addition of a direct assessment program.

- Prospectus Checklist items: 1a, 1b, 1c, 1d, 1e, 1g, 1h, 2a, 2b, 2c, 3a, 3b, 3c, 3d, 3e, 3f, 4a, 5a, 8a, 8c
- Provide clear evidence of competencies that are measurable, observable, and directly tied to program learning outcomes
- Provide evidence that competencies are mapped to industry standards (where applicable), occupational requirements, and/or degree-level expectations
- Describe changes in admission requirements (if any)
- Provide examples of assessment types (rubrics, portfolios, exams, simulations, clinical evaluations, etc.)
- Demonstrate that assessments directly measure stated competencies
- Describe training provided to faculty/assessor in competency-based assessment
- Provide evidence that regular and substantive interaction (RIS) is integrated and documented
- For Title IV eligibility: provide credit-hour equivalencies for competencies and include documented methodology for:
    - Time-to-Completion analysis
    - Faculty workload equivalency
    - Learning resource intensity
    - Evidence of a clear rationale that is defensible and consistently applied

Prospectus Checklist Items

1. **Abstract**
    a. Provide a detailed description of the proposed change including the nature and purpose of the proposed change in relation to the institution's mission and objectives.
    b. What location(s) will be impacted by the proposed change?
    c. What is the planned date of implementation for the proposed change?
    d. What is the projected number of students to be impacted by the proposed change?

e. Who is the primary target audience for the proposed change?
f. What is the projected life of the proposed change?
g. Describe the instructional delivery methods to be utilized for the proposed change.
h. Describe how the proposed change impacts current planning and assessment processes.

2. Approvals and Rationale

a. Provide evidence that the institution has obtained all approvals/authorizations required for the proposed change, including Board approval and governmental and/or other agency authorization as appropriate.
b. Provide evidence that the institution's Board and other relevant constituents were involved in the review and approval of the proposed change.
c. Discuss the rationale for the proposed change including an assessment of need and, as appropriate, a market analysis, and a competition/differentiation analysis.

3. Educational Programs

a. Indicate the name of the program, the credential to be awarded upon completion (A.A. B.S., Ph.D., etc.) and the total number of units required for completion.
b. Present a scope and sequence for the program including course numbers, name, course descriptions, and units to be awarded per course noting new courses.
c. Provide a course syllabus template or sample syllabi for new courses for the program.
d. Provide course syllabi for Distance Education courses reflecting the requirement for regular and substantive interaction between the students and the instructor.
e. Provide documentation demonstrating that the program has been benchmarked against comparable programs offered at a minimum of three other accredited institutions.
f. Describe any differences in standard graduation requirements that may apply to the program. (i.e., certification, testing, licensing, GPA requirements, etc.)

4. Faculty

a. Provide a complete roster of current faculty employed and/or identified faculty positions for future employment to teach in the program.
b. Demonstrate how faculty course loads in the proposed program, as well as course work in existing programs, will be impacted by the proposed change.
c. Provide evidence of faculty involvement in the processes for program and course review and approvals as related to the proposed change.
d. For graduate programs, document the scholarship and research capability of faculty.

5. Library / Learning Resources

a. Describe the library/learning resources currently available as well as those that will be needed to support the proposed program. If current resources are insufficient, provide an action plan for securing the necessary resources.
b. Document the library/learning resources staffing and services currently in place to support the proposed change. If current staffing/services are insufficient, provide an action plan for securing the necessary staffing/services.
c. If reliant upon other institutions/entities for library/learning resources, describe those resources and their relevance to the proposed program to be added as a part of the proposed change. Include any formal agreement documentation with other institutions/entities.
d. Describe the training and support that is provided for students/faculty in use of library/learning resources.

6. Physical Resources

a. Describe the institution's physical facilities and the equipment that is available to support the proposed change as well as those that will be needed to support the proposed change. If current facilities and equipment are insufficient, provide an action plan for securing the necessary facilities and equipment.
b. Assess the impact that the proposed change will have on the current facilities and equipment available for existing programs and services.

7. Financial Support

a. Describe projected revenue, expenditures, and cash flow for the next five years including a tentative budget reflecting changes due to the proposed change.
b. Identify the financial resources that will be needed for contractual or support services as a part of the proposed change.
c. Describe the operational and management resources available for the proposed change.
d. Detail the anticipated overall financial impact of the proposed change, including start-up and first year costs and break-even analysis.

8. Policies and Procedures

a. Outline any changes in the institution's policies and procedures that the proposed change will require.
b. Demonstrate that the institution has a policy concerning the requirement to provide a teach-out plan for all students affected by the closing of degree program which meets the requirements of TRACS Policies BP222 and BP224.
c. Describe the impact the proposed change will have on student access to financial aid.

9. Closure Documentation

a. Submit a narrative which addresses the steps to be taken by the institution to meet each of the requirements of TRACS Policy BP222 or, in the case of the closure of a program, BP224.
b. Submit a Teach-Out Plan which meets the requirements of TRACS Policies BP222. and BP224.
c. Submit a copy of any Teach-Out Agreement signed in relation to the closure which meets all the requirements of TRACS Policy BP225.
d. Submit information regarding the name and contact information of the state agency or institution which has agreed to act as the custodian of the institution's student academic records in accordance with TRACS Policy BP222.

Submitting An Institutional Change Form

In preparation for submitting an Institutional Change Form (ICF), please note the following:

- Only the individual identified as the institution's TRACS Liaison will be able to initiate and submit an ICF.
- First, identify the category of ICF to be submitted prior to beginning the process. See TRACS Policy BP226.
- The Liaison must use the appropriate (according to the ICF to be submitted) downloadable Prospectus Checklist provided on the TRACS portal to submit information for the proposed change.
- Once an ICF has been submitted, the institution's assigned TRACS staff representative will review the ICF to ensure that it has been submitted under the appropriate category. Once it has been determined that the ICF has been submitted under the appropriate category, the ICF will be reverted to the institution for resubmission and payment of the ICF review fee (if applicable).
- Payment of the ICF review fee (if applicable) will be required to successfully resubmit the ICF. Payment may be made via credit card or bank draft (U.S. based banks only). The ICF may not be resubmitted without the appropriate required payment.
- All communications, including any staff requests for additional information related to the ICF as well as notification of a final decision regarding the ICF, will be submitted via the TRACS portal. If the institution needs a printed copy of the final decision letter regarding the ICF, the institution may simply log into the institution's portal account and download the letter. Printed decision letters will not be provided unless specifically requested.
- The Liaison may initiate, save, revise, and add supporting documentation to the ICF as many times as needed before submission.

Procedures for submitting an Institutional Change Form (ICF)

1. Log into the TRACS portal. To access the TRACS portal, go to www.tracs.org and click on the tab marked "Portal".
2. Select "Documents" (upper left).
3. Click "+Start Document" and select "Institutional Change Form".
4. Overview information for the ICF will be displayed. Scroll down and click "Continue".
5. Select the appropriate category of ICF according to the nature of the proposed change and click the radio button (circle) next to the number.
6. A drop-down menu with a list of required items will open. Scroll to the bottom of that list and find the statement starting with "Please download the 'XX Prospectus Checklist....".
7. Save the Prospectus Checklist to your computer. Rename the document for easy identification. Please include the category of ICF and the institution name in the new document file name.

8. Open the document and address each Prospectus Checklist item. When finished, attach the Prospectus Checklist document to the ICF by dragging and dropping the file using the link provided within the item labeled “To attach a file….” found at the end of the prospectus list for your item. You may upload additional supporting documentation using the same process.
9. Scroll to the bottom of the page and provide a brief description of the proposed change.
10. Read the acknowledgement statement and click “I agree”.
11. If you are not ready to submit the ICF, be sure to select “Save” or “Save and Exit” to retain your work. Again, the Liaison may initiate, save, revise, and add supporting documentation to the ICF as needed before submission.
12. Once the ICF is ready for submission, select “Save and Proceed to Next Section”.
13. The ICF Review Fee (if any) will be detailed on the next page. Payment of the ICF Review Fee (if required) may be made via credit card or bank draft (U.S. based banks only). The ICF may not be submitted until payment of the applicable ICF Review Fee is made.
14. Once payment of the ICF Review Fee has been made and the ICF has been submitted, the institution will no longer be able to revise the ICF, unless it is reverted to your institution by the TRACS staff representative.

If you have any technical issues regarding the ICF submission process, please contact techsupport@tracs.org.