



ABAI Accreditation Board – Change Report Form

In accordance with the ABAI Accreditation Handbook, Title VI. Substantive Changes, prior notice and approval by the ABAI Accreditation Board is required before substantive changes are implemented. Prior notice of non-substantive changes to the Accreditation Board is also required, but does not require formal approval by the Board. Irrespective of required annual reports, continuous improvement progress reports, or other reports, the program is required to notify the ABAI Accreditation Board of any change affecting the behavior analysis program in accordance with these rules. This document serves to facilitate notification to the Accreditation Board of substantive and non-substantive changes. The types of changes for each category (substantive and non-substantive) are outlined below. In general, substantive changes are those that may alter the scope of the program, curriculum, impact faculty resources, and include institutional changes that warrant evaluation by the Board. Changes in outcomes, administrative operations, and other minor curriculum changes may be considered non-substantive but still need to be reported. Detailed lists of change types are included below.

If the changes are substantive, the change report must be submitted to the Accreditation Administrator at least ninety (90) days prior to implementation or occurrence of the change. The substantive change report is submitted by the program administrator and must document the nature and scope of the substantive change. The report must also document how, if at all, the change affects the program's compliance with accreditation standards and other requirements. The substantive change report is reviewed by the ABAI Accreditation Board. Upon review of the report, the Board may act to approve the change or may request additional information. The ABAI Accreditation Board's review of a substantive change report may result in additional reporting requirements, a focused or comprehensive site visit, or any action described in Title III of the Accreditation Handbook. Continued accreditation of the program is contingent upon the program administrator's apprising the ABAI Accreditation Board of substantive changes in a timely manner.

Instructions: Complete this form to report substantive and non-substantive changes to the ABAI-accredited program. Include timeline information to indicate when the program needs a response by the Board and the expected implementation of such changes. Relevant documentation must accompany this form at the time of submission and may include updated syllabi, mission statements, program catalog, handbooks, approval letters from administration, etc. Completed forms and supplemental materials must be emailed to ABAIaccreditation@abainternational.org.

General Information

Submission Date: Click or tap to enter a date.

Name of Institution: Click or tap here to enter text.

Name of Program: Click or tap here to enter text.

Program Administrator: Click or tap here to enter text.



Type of Change(s)

Substantive Changes (check all that apply):

Substantive changes require prior notice, Board review, and approval. ABAI will confirm receipt of the change report within seven business days and outline the expected timeline for Board review.

- ☐ Change in program's mission or goals
- ☐ Change in legal status, control or sponsorship of the program, or a change in acquisition of the institution
- ☐ Change in degrees offered or in program options (including development, suspension, or discontinuation)
- ☐ Significant reduction in resources allocated to the program
- ☐ Addition of courses representing a significant change in the modality or location of delivery (from those offered during the last evaluation/site visit)
- ☐ Major curricular revisions

Timeline: Indicate when each proposed change goes into effect and include relevant deadlines and timeline considerations for the Board's review and actions.

--

Non-Substantive Changes (check all that apply):

Non-substantive changes require the program to submit notification. ABAI will confirm receipt of the change report within seven business days and indicate whether additional information is needed.

- ☐ Change in status of the sponsoring institution with its institutional accreditor or governmental authority
- ☐ Change of program administrator
- ☐ Addition of a new degree program in behavior analysis
- ☐ Significant change in faculty size and/or composition
- ☐ Significant change in student enrollment
- ☐ Significant change in student achievement
- ☐ Addition of a new course or changes to existing courses (beyond minimum program requirements)

Timeline: Indicate when each change occurred or will go into effect.

--



Summary of Changes:

Provide a concise narrative of the changes. If the change(s) may affect adherence to the ABAI accreditation standards, please describe how and list the specific standard(s).