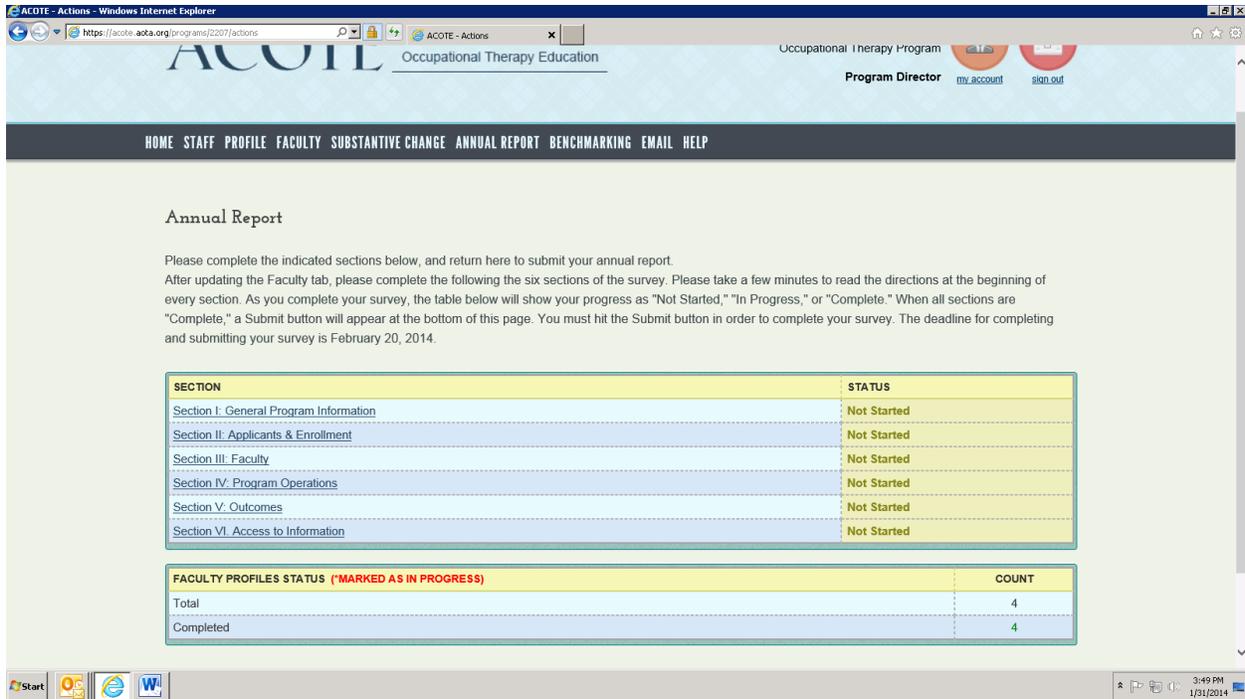


INSTRUCTIONS FOR SUBMITTING A MINOR OR SIGNIFICANT PROGRAM CHANGE

1. Please review ACOTE Policy “IV.B.1. Additions or Changes” on the [ACOTE Policies and Procedures](#) webpage to appropriately categorize the program change and review the documentation to be submitted.
2. Log in (as program director) to ACOTE Online (<https://acote.aota.org>).
3. Click on “SUBS. CHANGE” in the black bar.

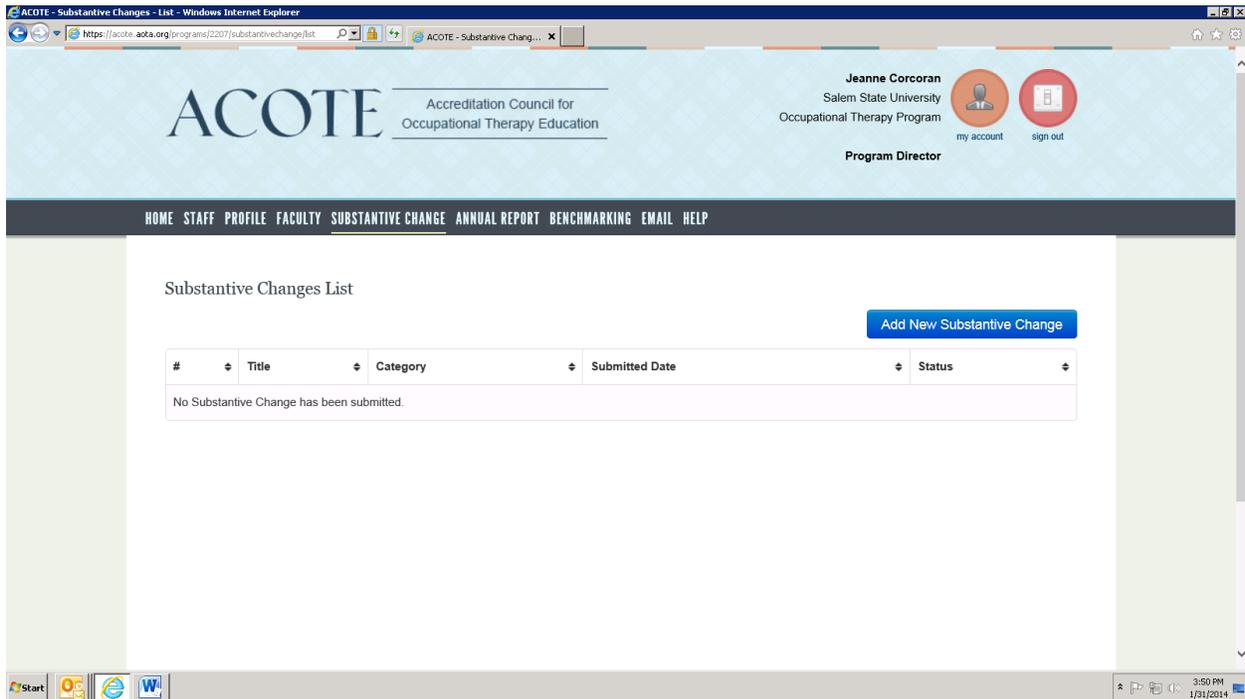


The screenshot shows the ACOTE Actions page in a Windows Internet Explorer browser. The page title is "ACOTE - Actions - Windows Internet Explorer". The URL is "https://acote.aota.org/programs/2207/actions". The page header includes the ACOTE logo and "Occupational Therapy Education". The user is logged in as "Program Director" with "my account" and "sign out" links. The navigation bar includes "HOME", "STAFF", "PROFILE", "FACULTY", "SUBSTANTIVE CHANGE", "ANNUAL REPORT", "BENCHMARKING", "EMAIL", and "HELP". The main content area is titled "Annual Report" and contains instructions for completing the survey. Below the instructions is a table showing the status of various sections.

SECTION	STATUS
Section I: General Program Information	Not Started
Section II: Applicants & Enrollment	Not Started
Section III: Faculty	Not Started
Section IV: Program Operations	Not Started
Section V: Outcomes	Not Started
Section VI: Access to Information	Not Started

FACULTY PROFILES STATUS (*MARKED AS IN PROGRESS)	COUNT
Total	4
Completed	4

4. Click on “Add New Substantive Change” (blue bar).



The screenshot shows the ACOTE Substantive Changes List page in a Windows Internet Explorer browser. The page title is "ACOTE - Substantive Changes - List - Windows Internet Explorer". The URL is "https://acote.aota.org/programs/2207/substantivechange/list". The page header includes the ACOTE logo and "Accreditation Council for Occupational Therapy Education". The user is logged in as "Jeanne Corcoran" (Program Director) with "my account" and "sign out" links. The navigation bar includes "HOME", "STAFF", "PROFILE", "FACULTY", "SUBSTANTIVE CHANGE", "ANNUAL REPORT", "BENCHMARKING", "EMAIL", and "HELP". The main content area is titled "Substantive Changes List" and contains a table with columns for "#", "Title", "Category", "Submitted Date", and "Status". A blue button labeled "Add New Substantive Change" is located above the table. The table is currently empty, and a message below it states "No Substantive Change has been submitted."

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

5. Select the radio button for a Minor Program Change, Significant Program Change, or Other:

ACOTE - Substantive Change - New - Windows Internet Explorer

https://acote.aota.org/programs/2207/substantivechange/new

ACOTE - Substantive Change

Significant program changes or additions require ACOTE review and approval prior to the admission of students into the new/changed program.

Please select one of the following categories of Substantive Change :

Minor Program Changes or Additions

- admission requirements and selection criteria
- changes to the frequency of student admissions (e.g., not admitting students for one admission cycle or reducing admissions from once a year to every other year)
- curricular adjustments
- changes between quarter/semester systems
- move to new facilities within the current administrative unit on the same campus (include information on how the change of location affects compliance with the Standards, such as the impact on classrooms, laboratory, storage, offices, and space for private advising of students)
- physical resources
- changes in the table of organization

Significant Program Changes or Additions

- addition of a student cohort
- addition of a weekend or evening cohort
- addition of an extended or part-time cohort
- addition of a distance learning cohort
- a planned increase in headcount enrollment of 50% or more within one institutional fiscal year
- addition or change of participating colleges in an accredited consortium
- move to new facilities within the current administrative unit, but at a different campus (include information on how the change of location affects compliance with the Standards, such as the impact on classrooms, laboratory, storage, offices, and space for private advising of students)

Other

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6. Add a title under “Substantive Change Title”, add a description in the “Description” box, and click on “Save Substantive Change” (blue bar).

ACOTE - Substantive Change - Details - Windows Internet Explorer

https://acote.aota.org/programs/2207/substantivechange/new/1: D

ACOTE - Substantive Change

Other

Substantive Change Title

Direct Entry OT-Master's Degree Program

Description :

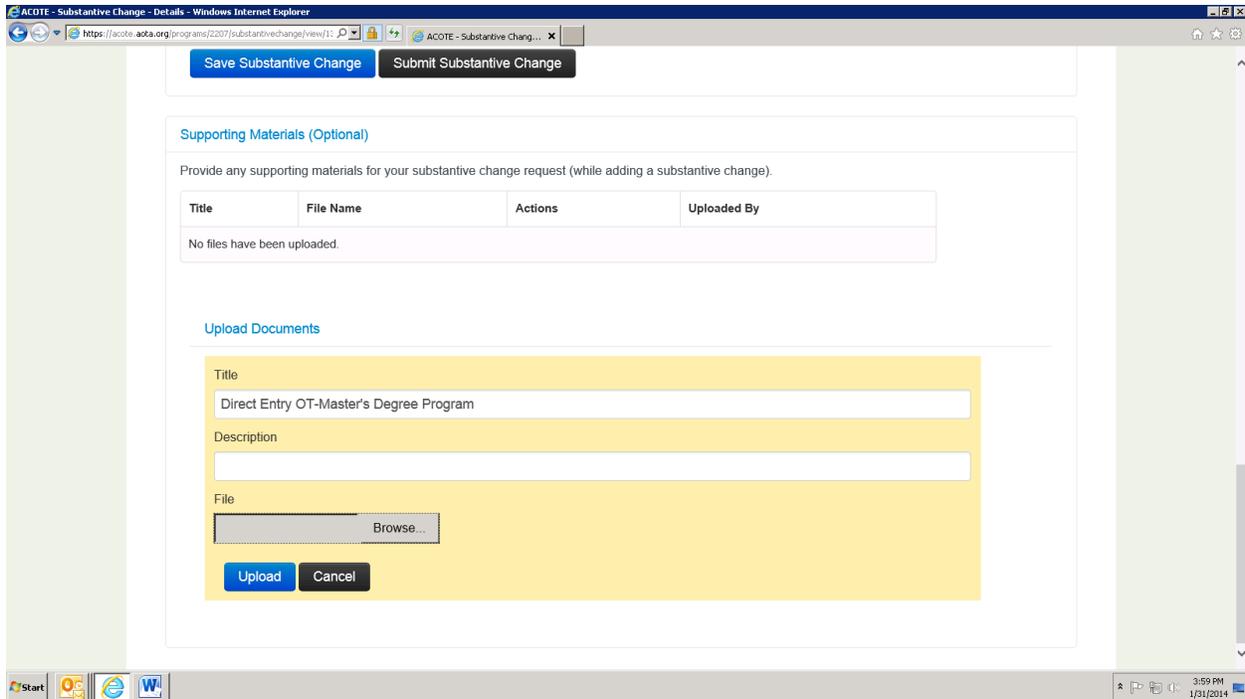
See attached request.

Supporting Materials (Optional)

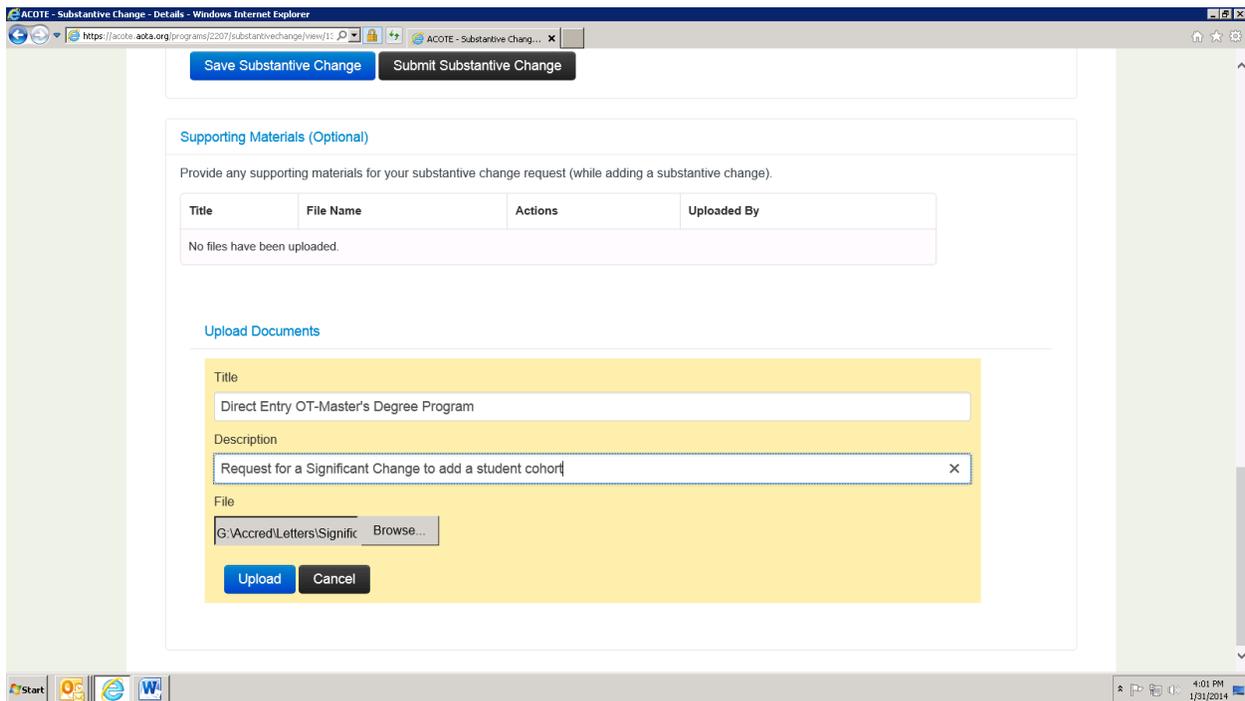
Provide any supporting materials for your substantive change request (while adding a substantive change).

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- Under "Upload Documents", add a title for your document to be uploaded, a description, and click on Browse.



- Once you have located the document you wish to upload, hit "Upload" (blue button).



9. When you are ready to submit your substantive change, hit “Submit Substantive Change” (black button).

ACOTE - Substantive Change - Details - Windows Internet Explorer

https://acote.aca.org/programs/2207/substantivechange/new/11

ACOTE - Substantive Chang...

Description :

See attached request.

Save Substantive Change Submit Substantive Change

Supporting Materials (Optional)

Provide any supporting materials for your substantive change request (while adding a substantive change).

Title	File Name	Actions	Uploaded By
Direct Entry OT-Master's Degree Program	Salem State 1-2014.PDF		Jeanne Corcoran 2014-01-31 16:02

[Upload Documents](#)

Start | 4:03 PM 1/31/2014

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