



**Society of American Foresters
Committee on Accreditation
5400 Grosvenor Lane
Bethesda, Maryland 20814-2198
(301) 897-8720 Extension 123**

ANNUAL CHECKLIST for SUBSTANTIVE CHANGE REPORTING

The forestry program head is responsible for reporting substantive changes in an SAF accredited program to the Committee on Accreditation (COA). This form is provided in response to the SAF Accreditation Handbook requirement that the SAF provide a checklist annually to facilitate substantive change assessment and reporting. A copy of the handbook may be found on the SAF website at <http://www.safnet.org/education/AccHdbk2004.pdf>.

Use the Tab and Shift-Tab to navigate between fields

Date:

Name of Institution:

SAF Accredited Program(s):

Contact Person

Name:

Title:

Address:

City/State/Zip:

Work Phone:

Email:

Substantive Change Checklist

- Has a change taken place in your SAF accredited forestry program?
- Is the change substantive? A substantive change is one that may significantly affect the quality or direction of a program.
- Evaluate each item below and check the appropriate boxes in the right-hand columns.

There has been a change relative to standards checked.¹

The change is substantive relative to standards checked.²

Standard I: Forestry Program Mission, Goals, and Objectives

Standard II: Curriculum

Standard III: Forestry Program Organization and Administration

Standard IV: Faculty

Standard V: Students (*e.g.*, admission and retention standards)

Standard VI: Parent Institution Support (*e.g.*, financial support)

No Changes in Our Forestry Program this Year

¹ Describe the changes in the Summary of Changes and Accomplishments on page 2 of this checklist.

² A Substantive Change Report must be filed with the COA following the Guidelines in Part III of the SAF Accreditation Handbook (see <http://www.safnet.org/education/AccHdbk2004.pdf>).

Summary of Important Changes and Accomplishments

In the expandable box below, please provide a brief (one-page) bulleted summary of important changes or accomplishments that occurred in the subject program during the past year that *do not appear to affect* your forestry program's ability to meet the SAF Standards. On the basis of this report, the COA may determine that a Substantive Change Report is required.

Name of Institution:

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Mail or email to:
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