

## Substantive Change Application - Change in Delivery Method of Didactic Coursework (Old Standards)

### Change in Delivery Method of Didactic Coursework

#### **Change in Delivery Method of Didactic Coursework (Standards A1.1.4, B1.1, B2)**

Any change in the delivery method of didactic coursework in which more than 10% of the curriculum will be offered through a different modality than previously reported (e.g., a program currently offers 13 courses in person and would like to transition 3 of these courses to an online/distance learning format).

Documentation required:

- Rationale for the change to instructional delivery mode and impact on program facilities.
- Description of how faculty will be trained for this new delivery mode.
- Description of how effectiveness of the new delivery mode will be evaluated, including documentation of student learning outcomes (SLOs).
- Documentation of information to be provided to students regarding the new delivery mode (e.g., equipment requirements; access to help desk, etc.).

#### **A1.1.4**

The sponsoring institution must provide the opportunity for continuing professional development of the program director and principal faculty by supporting the development of their clinical, teaching, scholarly and administrative skills. Professional development involves remaining current with clinical and academic skills and developing new skills needed for position responsibilities.

The types of opportunities supported by institutions vary and may include the following: □ Supporting the genetic counseling program's principal faculty members in maintaining their ABGC certification status and providing payment of dues and fees related to certification maintenance

- Providing funding to attend continuing education conferences
- Allowing non-vacation time to attend professional organizational meetings
- Providing funding to attend professional organizational meetings
- Allowing time for clinical practice
- Allowing time for research/scholarly activities
- Allowing time to pursue an advanced degree and/or providing tuition remission for an advanced degree
- Allowing opportunities for faculty review and promotion

## B1.1

Instructional Plan (B1.1 ) [↗](#)

## B2

Instructional Content

(B2 ) [↗](#)

## Program Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Rationale for the change to instructional delivery mode.

Description of how outcomes for a new delivery mode will be assessed and evaluated on an ongoing basis.

Description of how faculty will be trained for this new delivery mode.

Description of how effectiveness of the new delivery mode will be evaluated, including documentation of student learning outcomes (SLOs).

Documentation of information to be provided to students regarding the new delivery mode (e.g., equipment requirements; access to help desk, etc.).

## Substantive Change Application Fee Payment

The substantive change application fee is \$2000. The fee includes review of application and submitted documentation, and determination. Payment is due at the time of the substantive change application submission.

To pay by credit card now:

1. Complete the fields below
2. Click the Exit button in the top right corner
3. Once paid, the paid bottom will be automatically checked and you will then be able to submit the form

## Fees

### Fees Paid

Please exit the application and return to the summary page to initiate payment via credit card. Once paid, please return to this page to submit your application.

Paid