

Substantive Change Application - Change in Curriculum [Standards B1 and B2]

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Substantive Change Policy

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A substantive change is a significant modification or expansion of the nature and scope of a program.

A substantive change includes, but is not limited to:

1. Change in Established Program Budget [Standards A1.2.1; A1.2.2; A1.2.3, A1.2.4]

Any change in the budget that results in a reduction of revenue or resources of the program by more than 15% in a single year or 20% cumulative over 3 years or increase in costs by more than 15% as compared to the most recently submitted program budget.

2. Change in Established Program Mission or Goals [Standard A1.1.2]

Any change that substantively impacts the previously stated mission or goals of a program, such that the professional trajectory for enrolled students could be considered to have changed.

3. Change in Curriculum [Standards B1 and B2]

Any change in curriculum that affects 20% or more of the course work credit hours or 4 or more didactic classes, whichever is smaller, required for degree completion. This does not include fieldwork experiences or rotation credit hours because that is addressed as a separate change.

4. Change in Fieldwork Placement and Affiliation Sites [Standards A1.1.3 and B3]

Any permanent change in fieldwork placements that affects 25% or more of the program's primary clinical sites or loss of a specific clinical specialty (e.g. cancer, prenatal, pediatrics, adult, laboratory).

5. Change in Established Sponsoring Institution [Standard A1]

This includes acquisition by another institution or program.

6. Change in Delivery Method of Didactic Coursework [Standards B1; B2; C2.4; C3]

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 (i.e., a program currently offers 13 courses in person and would like to transition 3 of these courses to an online/distance learning format).

7. Establishing a new off-campus instructional (not including fieldwork) site or closing an approved off-campus instructional site or branch campus. [Standards A1.2; A1.3; C3]

8. Increase in Program Enrollment [Standards all of A; all of B]

Any change in student enrollment not previously approved by ACGC that increases the total number of students enrolled in the program by more than 10% or 4 total students (whichever is smaller). Student enrollment is defined as the class size at the time of the most recent accreditation decision.

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A denial of a substantive change is subject to reconsideration and appeal in accordance with Section VIII of ACGC policies and procedures.

Change in Curriculum [Standards B1 and B2]

Any change in curriculum that affects 20% or more of the course work credit hours or 4 or more didactic classes, whichever is smaller, required for degree completion. This does not include fieldwork experiences or rotation credit hours because that is addressed as a separate change.

Documentation required:

- Letter of rationale

Program Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Substantive Change Application - Change in Delivery Method of Didactic Coursework

Change in Delivery Method of Didactic Coursework - [Standards B1; B2; C2.4; C3]

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2. Change in Established Program Mission or Goals [Standard A1.1.2]

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5. Change in Established Sponsoring Institution [Standard A1]

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6. Change in Delivery Method of Didactic Coursework [Standards B1; B2; C2.4; C3]

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 (i.e., a program currently offers 13 courses in person and would like to transition 3 of these courses to an online/distance learning format).

7. Establishing a new off-campus instructional (not including fieldwork) site or closing an approved off-campus instructional site or branch campus. [Standards A1.2; A1.3; C3]

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Change in Delivery Method of Didactic Coursework

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Documentation required:

- 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).

B1

Instructional Plan (B1) [↗](#)

B2

Instructional Content (B2) [↗](#)

C2.4

Course Evaluations (C2.4) [↗](#)

C3

Student Evaluation

The program must define the process by which it will perform regular and ongoing student evaluation and identify areas for growth and remediation. All documentation regarding student performance and evaluation must be maintained in the student's record.

(C3) [↗](#)

Program Information

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Name of Program:

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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.

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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 - Change in Established Program Budget

Change in Established Program Budget [Standards A1.2.1; A1.2.2; A1.2.3, A1.2.4]

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2. Change in Established Program Mission or Goals [Standard A1.1.2]

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3. Change in Curriculum [Standards B1 and B2]

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Documentation required:

- Budget Table Template
- Letter from the Univ. administration documenting commitment to ensuring (see A1.2.1 for language)
- Letter of rationale from the Program Director

A1.2.1

Financial Resources

(A1.2.1) [↗](#)

A1.2.2

Program Income

- a. Tuition recovery;
- b. Departmental funding;
- c. Non-tuition institutional funding;
- d. Grant funding;
- and e. Additional sources of income.

(A1.2.2) [↗](#)

A1.2.3

In-Kind Contributions

- a. Staff/faculty;
- and b. Operational expenses/supplies.

(A1.2.3) [↗](#)

A1.2.4

Program Expenses

- a. Salaries;
- b. Accreditation fees;
- c. Stipends/honoraria/training for lecturers, fieldwork supervisors, and research mentors;
- d. Office/administrative supplies/capital equipment;
- e. Student support (stipends/scholarships);
- f. Travel/meetings/CEU programs;
- g. Recruitment/interviews;
- h. Memberships/subscriptions/books; and
- i. Other expenses.

(A1.2.4) [↗](#)

Program Contact Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Have you been accredited in the last 5 years?

Letter of rationale from the Program Director

Budget Table Template:

Letter from the Univ. administration documenting commitment to ensuring (see A1.2.1 for language)

Substantive Change Application - Change in Established Program Mission or Goals [Standard A1.1.2]

Change in Established Program Mission or Goals [Standard A1.1.2]

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Change in Established Program Mission or Goals

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Documentation required:

- Letter of rationale, including how the change impacts the overall program (examples include, but are not limited to: curriculum, current and future students, faculty, student evaluation, fieldwork experience, and degree requirements)
- New and old mission and goals

A1.1.2

The mission, goals, and expected outcomes of the program are aligned with those of the sponsoring institution, reflect professional standards and guidelines, and consider the needs and expectations of the community of interest. Policies of the sponsoring institution and genetic counseling program clearly support the program's mission, goals, and expected outcomes and encourage shared governance, fiscal stability, and ongoing efforts to improve program quality and compliance with ACGC Standards and Policies.

- Complying with all requirements of the regional/state accrediting body or Canadian provincial or territorial governments;
- Hiring and maintaining faculty and staff in sufficient numbers and with the expertise
- and experience required to fulfill ACGC requirements;
- Supporting program faculty's planning of curriculum design, course selection, and
- program evaluation;
- Permanently maintaining student transcripts;
- Conferring the credential and/or academic degree that documents satisfactory
- completion of the educational program;
- Ensuring that all genetic counseling program personnel and student policies are
- consistent with federal and state, provincial or territorial statutes, rules, and
- regulations;
- Addressing appropriate security and personal safety measures for genetic counseling
- students, staff and faculty in all locations where instruction occurs;
- Identifying and managing conflict of interest for program faculty and staff, including
- financial interest or other activities that could impact program integrity or
- sustainability (e.g., individuals who have roles in more than one program);
- Ensuring the fiscal stability of the program; and
- Resolving conflicts between accreditation standards and state or local laws governing
- the institution or program seeking accreditation.

(A1.1.2) [↗](#)

Program Contact Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Letter of rationale, including how the change impacts the overall program (examples include, but are not limited to: curriculum, current and future students, faculty, student evaluation, fieldwork experience, and degree requirements):

New and old mission and goals:

Substantive Change Application - Change in Established Sponsoring Institution [Standard A1]

Change in Established Sponsoring Institution [Standard A1]

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Change in Established Sponsoring Institution [Standard A1]

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Documentation required:

- New Program Application and accompanying application fee

Please contact Olesya Lamb at Olesya.Lamb@gceducation.org to gain access to the New Program Application and the credit card payment form. You may also submit your payment by check.

Program Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Substantive Change Application - Change in Fieldwork Placement and Affiliation Sites

Change in Fieldwork Placement and Affiliation Sites [Standards A1.1.3 and B3]

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Documentation required:

- Letter of rationale
- Rotation schedule for two years
- Confirmation of affiliation agreements and appropriate fieldwork supervisors

A1.1.3

Programs must maintain affiliation agreements in accordance with institutional requirements. Affiliation agreements are strongly encouraged when other institutions contribute to the program.

- a. For permanent and temporary placements that are not part of the sponsoring institution, the program is responsible for obtaining formal affiliation agreements whenever the sponsoring institution requires them.
- b. Affiliation agreements may also be required when outside institutions assist the program in research, instructional content/coursework, laboratory work, or other types of activities.
- c. When formal affiliation agreements are not required, the sponsoring institution should execute a Memorandum of Understanding specifying the agreement for services between the program and the outside institution.
- d. The program is responsible for ensuring that there are adequate personnel to provide supervision/training for students and that personnel acknowledge the agreements (See Standard A2).

(A1.1.3) [↗](#)

B3

Fieldwork Training

Fieldwork experiences must support the development of the PBCs by integrating didactic and experiential training. The program must regularly train, orient, evaluate, and communicate with its supervisors so that program administration, supervisors, and students have a common, clear understanding of the objectives, expectations, and evaluation measures for fieldwork placements.

(B3) [↗](#)

Program Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Letter of rationale

Rotation schedule for two years

Confirmation of affiliation agreements and appropriate fieldwork supervisors

Comments:

Substantive Change Application - Establishing or Closing Off-campus Instruct. Site or Branch Campus

Establishing or closing an off-campus instructional site

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A substantive change includes, but is not limited to:

1. Change in Established Program Budget [Standards A1.2.1; A1.2.2; A1.2.3, A1.2.4]

Any change in the budget that results in a reduction of revenue or resources of the program by more than 15% in a single year or 20% cumulative over 3 years or increase in costs by more than 15% as compared to the most recently submitted program budget.

2. Change in Established Program Mission or Goals [Standard A1.1.2]

Any change that substantively impacts the previously stated mission or goals of a program, such that the professional trajectory for enrolled students could be considered to have changed.

3. Change in Curriculum [Standards B1 and B2]

Any change in curriculum that affects 20% or more of the course work credit hours or 4 or more didactic classes, whichever is smaller, required for degree completion. This does not include fieldwork experiences or rotation credit hours because that is addressed as a separate change.

4. Change in Fieldwork Placement and Affiliation Sites [Standards A1.1.3 and B3]

Any permanent change in fieldwork placements that affects 25% or more of the program's primary clinical sites or loss of a specific clinical specialty (e.g. cancer, prenatal, pediatrics, adult, laboratory).

5. Change in Established Sponsoring Institution [Standard A1]

This includes acquisition by another institution or program.

6. Change in Delivery Method of Didactic Coursework [Standards B1; B2; C2.4; C3]

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 (i.e., a program currently offers 13 courses in person and would like to transition 3 of these courses to an online/distance learning format).

7. Establishing a new off-campus instructional (not including fieldwork) site or closing an approved off-campus instructional site or branch campus. [Standards A1.2; A1.3; C3]

8. Increase in Program Enrollment [Standards all of A; all of B]

Any change in student enrollment not previously approved by ACGC that increases the total number of students enrolled in the program by more than 10% or 4 total students (whichever is smaller). Student enrollment is defined as the class size at the time of the most recent accreditation decision.

The substantive change notification is reviewed by the Board of Directors. Upon review of the notification, the Board of Directors may act to approve the change or may request additional information. The Board's review of a substantive change application may result in additional reporting requirements, or a focused or comprehensive on-site evaluation. In the event the program undertakes a substantive change without prior notification to ACGC or otherwise does not follow the Substantive Change Policy, the program's accreditation could be negatively impacted. Late notification may be subject to additional fees and jeopardizes a program's compliance with the Standards.

A denial of a substantive change is subject to reconsideration and appeal in accordance with Section VIII of ACGC policies and procedures.

Establishing a new off-campus instructional (not including fieldwork) site or closing an approved off-campus instructional site or branch campus. [Standards A1.2; A1.3; C3]

Please provide the following information:

- Projected date of the change of operations at the additional location.
- Address and distance from main campus; transportation and housing available for students.
- Rationale for change; description of how outcomes of the new location will be assessed.
- Description of current and prospective student communication regarding program instructional site change.
- Description of support services and learning resources available at the location.
- Evidence of sufficient fiscal, physical, and technology resources to support and sustain the additional location and an analysis of fiscal impact on the institution's budget.

A1.2

Institutional Resources (A1.2) [↗](#)

A1.3

Physical and Learning Resources

The program has physical facilities and learning resources needed to successfully operate the educational program and to fulfill obligations to matriculating and enrolled students.

(A1.3) [↗](#)

C3

Student Evaluation

The program must define the process by which it will perform regular and ongoing student evaluation and identify areas for growth and remediation. All documentation regarding student performance and evaluation must be maintained in the student's record.

(C3) [↗](#)

Program Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Projected date of the change of operations at the additional location:

Address and distance from main campus; transportation and housing available for students:

Rationale for change; description of how outcomes of the new location will be assessed.

Description of current and prospective student communication regarding program instructional site change:

Description of support services and learning resources available at the location:

Evidence of sufficient fiscal, physical, and technology resources to support and sustain the additional location and an analysis of fiscal impact on the institution's budget:

Comments:

Substantive Change Application - Increase in Program Enrollment [Standards all of A; all of B]

Increase in Program Enrollment [Standards all of A; all of B]

It is the responsibility of each accredited program to notify the Executive Office of substantive changes in a program to ensure maintenance of accreditation status and protection of students. Failure to report a substantive change might place the accreditation of a program in jeopardy. Program directors are encouraged to contact the Executive Office with any questions about whether a contemplated change would be considered substantive under ACGC policies and seek approval before implementing the change.

Notification of substantive change is submitted by letter from the program director to the Executive office and must document the nature and scope of the substantive change, as well as the rationale for the change. The letter must outline how, if at all, the change affects the program's compliance with the accreditation standards. The program is responsible for documenting that it has the necessary resources in place to implement the proposed change.

A substantive change is a significant modification or expansion of the nature and scope of a program.

A substantive change includes, but is not limited to:

1. Change in Established Program Budget [Standards A1.2.1; A1.2.2; A1.2.3, A1.2.4]

Any change in the budget that results in a reduction of revenue or resources of the program by more than 15% in a single year or 20% cumulative over 3 years or increase in costs by more than 15% as compared to the most recently submitted program budget.

2. Change in Established Program Mission or Goals [Standard A1.1.2]

Any change that substantively impacts the previously stated mission or goals of a program, such that the professional trajectory for enrolled students could be considered to have changed.

3. Change in Curriculum [Standards B1 and B2]

Any change in curriculum that affects 20% or more of the course work credit hours or 4 or more didactic classes, whichever is smaller, required for degree completion. This does not include fieldwork experiences or rotation credit hours because that is addressed as a separate change.

4. Change in Fieldwork Placement and Affiliation Sites [Standards A1.1.3 and B3]

Any permanent change in fieldwork placements that affects 25% or more of the program's primary clinical sites or loss of a specific clinical specialty (e.g. cancer, prenatal, pediatrics, adult, laboratory).

5. Change in Established Sponsoring Institution [Standard A1]

This includes acquisition by another institution or program.

6. Change in Delivery Method of Didactic Coursework [Standards B1; B2; C2.4; C3]

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 (i.e., a program currently offers 13 courses in person and would like to transition 3 of these courses to an online/distance learning format).

7. Establishing a new off-campus instructional (not including fieldwork) site or closing an approved off-campus instructional site or branch campus. [Standards A1.2; A1.3; C3]

8. Increase in Program Enrollment [Standards all of A; all of B]

Any change in student enrollment not previously approved by ACGC that increases the total number of students enrolled in the program by more than 10% or 4 total students (whichever is smaller). Student enrollment is defined as the class size at the time

of the most recent accreditation decision.

The substantive change notification is reviewed by the Board of Directors. Upon review of the notification, the Board of Directors may act to approve the change or may request additional information. The Board's review of a substantive change application may result in additional reporting requirements, or a focused or comprehensive on-site evaluation. In the event the program undertakes a substantive change without prior notification to ACGC or otherwise does not follow the Substantive Change Policy, the program's accreditation could be negatively impacted. Late notification may be subject to additional fees and jeopardizes a program's compliance with the Standards.

A denial of a substantive change is subject to reconsideration and appeal in accordance with Section VIII of ACGC policies and procedures.

A1

Applies to: [A1](#)

A1.1

Applies to: [A1.1](#)

A1.1.1

Applies to: [A1.1.1](#)

A1.1.2

Applies to: [A1.1.2](#)

A1.1.3

Applies to: [A1.1.3](#)

A1.1.4

Applies to: [A1.1.4](#)

A1.2

Applies to: [A1.2](#)

A1.2.1

Applies to: [A1.2.1](#)

A1.2.2

Applies to: [A1.2.2](#)

A1.2.3

Applies to: [A1.2.3](#)

A1.2.4

Applies to: [A1.2.4](#)

A1.3

Applies to: [A1.3](#)

A1.3.1

Applies to: [A1.3.1](#)

A1.3.2

Applies to: [A1.3.2](#)

A2

Applies to: [A2](#)

A2.1

Applies to: [A2.1](#)

A2.1.1

Applies to: [A2.1.1](#)

A2.2

Applies to: [A2.2](#)

A2.2.1

Applies to: [A2.2.1](#)

A2.2.2

Applies to: [A2.2.2](#)

A2.2.3

Applies to: [A2.2.3](#)

A2.3

Applies to: [A2.3](#)

A2.3.1

Applies to: [A2.3.1](#)

A2.3.2

Applies to: [A2.3.2](#)

A2.4

Applies to: [A2.4](#)

A2.4.1

Applies to: [A2.4.1](#)

A2.4.2

Applies to: [A2.4.2](#)

A2.4.3

Applies to: [A2.4.3](#)

A2.4.4.

Applies to: [A2.4.4.](#)

A2.5

Applies to: [A2.5](#)

A2.5.1

Applies to: [A2.5.1](#)

A2.5.2

Applies to: [A2.5.2](#)

A2.5.3

Applies to: [A2.5.3](#)

A2.6

Applies to: [A2.6](#)

A2.6.1

Applies to: [A2.6.1](#)

A2.6.2

Applies to: [A2.6.2](#)

A2.7

Applies to: [A2.7](#)

A3

Applies to: [A3](#)

A3.1

Applies to: [A3.1](#)

A3.1.1

Applies to: [A3.1.1](#)

A3.1.2

Applies to: [A3.1.2](#)

A3.1.3

Applies to: [A3.1.3](#)

A3.1.4

Applies to: [A3.1.4](#)

A3.1.5

Applies to: [A3.1.5](#)

A3.2

Applies to: [A3.2](#)

A3.2.1

Applies to: [A3.2.1](#)

A3.2.2

Applies to: [A3.2.2](#)

A3.2.3

Applies to: [A3.2.3](#)

A3.2.4

Applies to: [A3.2.4](#)

A3.2.5

Applies to: [A3.2.5](#)

A3.2.6

Applies to: [A3.2.6](#)

A3.2.7

Applies to: [A3.2.7](#)

B1

Applies to: [B1](#)

B1.1

Applies to: [B1.1](#)

B1.2

Applies to: [B1.2](#)

B1.3

Applies to: [B1.3](#)

B1.4

Applies to: [B1.4](#)

B1.5

Applies to: [B1.5](#)

B2

Applies to: [B2](#)

B2.1

Applies to: [B2.1](#)

B2.1.1

Applies to: [B2.1.1](#)

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Applies to: [B2.1.6](#)

B2.1.7

Applies to: [B2.1.7](#)

B2.1.8

Applies to: [B2.1.8](#)

B3

Applies to: [B3](#)

B3.1

Applies to: [B3.1](#)

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Applies to: [B3.1.3](#)

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Applies to: [B3.1.4](#)

B3.1.5

Applies to: [B3.1.5](#)

B3.2

Applies to: [B3.2](#)

B3.2.1

Applies to: [B3.2.1](#)

B3.2.2

Applies to: [B3.2.2](#)

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Applies to: [B3.3](#)

B3.4

Applies to: [B3.4](#)

B3.5

Applies to: [B3.5](#)

B3.6

Applies to: [B3.6](#)

B3.6.1

Applies to: [B3.6.1](#)

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Applies to: [B3.6.2](#)

B3.6.3

Applies to: [B3.6.3](#)

B4

Applies to: [B4](#)

B4.1

Applies to: [B4.1](#)

B4.2

Applies to: [B4.2](#)

B4.2.1

Applies to: [B4.2.1](#)

B4.2.2

Applies to: [B4.2.2](#)

B5

Applies to: [B5](#)

B5.1

Applies to: [B5.1](#)

B5.1.1

Applies to: [B5.1.1](#)

B5.2

Applies to: [B5.2](#)

1. Program Contact Information

Date of Request:

Name of Program:

Program Director/Primary Contact:

Email:

Phone Number:

Increase in Program Enrollment [Standards all of A; all of B]

Any change in student enrollment not previously approved by ACGC that increases the total number of students enrolled in the program by more than 10% or 4 total students (whichever is smaller). Student enrollment is defined as the class size at the time of the most recent accreditation decision. Please provide the following information:

- Describe proposed expansion change in student enrollment over the accreditation period.
- Provide updated budget.
- Provide proposed rotation schedule map with list of clinical sites/supervisors/affiliation agreements.
- Describe the impact on program capacity to accommodate the increase. (Provide examples)

Describe proposed expansion change in student enrollment over the accreditation period.

Provide updated budget.

Comments:

Provide proposed rotation schedule map with list of clinical sites/supervisors/affiliation agreement

Describe the impact on program capacity to accommodate the increase. (Provide examples)