

### VII. Substantive Change Policy

#### A. Substantive Changes

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 Sponsoring Institution [ Standard A1]**

This includes acquisition by another institution or program.

**2. 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).

Please provide the following information:

- 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).

### 3. 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.

### 4. 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)

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.