

## Substantive Change - Change in Established Sponsoring Institution

### Instructions



### Substantive Change Policy

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 the substantive change should be submitted within a brief cover letter from the program director outlining 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 A1.3.1; A1.3.2; B1; B2; C2.4; C3]**

Any permanent 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).

#### **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]**

#### **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.

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.

## Change in Established Sponsoring Institution

### **Change in Established Sponsoring Institution [Standard A1]**

This includes acquisition by another institution or program.

Documentation required:

- New Program Application and accompanying application fee
  - Only the New Program Application fee will be charged in this instance. The fee for Substantive Changes is waived on this form, however, you must still complete the information below for administrative purposes.

## Program Information

### REFERENCE - Standards - Section A1

#### A1

##### **Sponsorship**

#### A1.1

##### A1.1 Institutional Responsibilities

#### A1.1.1

A1.1.1 The program must reside in a graduate degree-granting institution in the United States or Canada. This institution assumes primary responsibility for the program, although it can partner with other institutions that are responsible for

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#### A1.1.2

A1.1.2 The mission, goals, and expected outcomes of the program are aligned with those of the sponsoring institution and reflect standards and guidelines of the genetic counseling profession. Policies of the sponsoring institution and genetic

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### 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.

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### A1.1.4

Resources are allocated to advance the skills and meet the required continuing education requirements for program leadership and principal faculty. Resource support may include:

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## A1.2

### A1.2 Institutional Resources

#### A1.2.1

##### Financial Resources

There must be financial resources to operate the educational program in order to fulfill obligations to matriculating and enrolled

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#### A1.2.2

##### Program Income

- a. Tuition recovery;

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#### A1.2.3

##### In-Kind Contributions

- a. Staff/faculty;

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#### A1.2.4

##### Program Expenses

- a. Salaries;

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## A1.3

### A1.3

## **Physical and Learning Resources**

The program has physical facilities and learning resources needed to successfully operate the educational program and to fulfill

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### **A1.3.1**

#### **Facilities**

Physical facilities relate to office, classroom and/or other educational spaces that are necessary for student learning. This

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### **A1.3.2**

#### **Learning Resources**

Academic resources include instructional materials, medical information and current literature, other reference materials

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