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**Change in Requirements for Graduation** (standard E1.09b)

November 2013

Accredited PA Programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 4th edition. Changes in the requirements for graduation require ARC-PA notification 6 months prior to implementation (standard E1.09b).

This form is to be used by programs reporting changes in **graduation requirements**. Please submit this completed form **and** any required attachments as described below.

Program Name: Enter program name

Date of form completion: Pick date

Name and title of person completing this form: Enter name and title

Date form submitted to ARC-PA: Pick date

Please indicate any changes as directed below.

| **Changes in length of PA program** | **Status as reported on Program Data Form on file with ARC-PA** | **Proposed changes** | Date Effective |
| --- | --- | --- | --- |
| Credits awarded (semester hours) | Enter text | Enter text | Enter text |
| Length of Accredited Program | Enter text | Enter text | Enter text |
| Length of Preclinical phase | Enter text | Enter text | Enter text |
| Length of SCPE phase | Enter text | Enter text | Enter text |

Provide narrative responses describing the following:

1. Rationale for change

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| --- |
| Click here to enter text |

1. Detail regarding the starting and ending dates of the curriculum.

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| --- |
| Click here to enter text |

1. Detail regarding changes in curriculum, to include reasons for deletions or additions of courses, as well as course consolidation. Attach a table showing a course by course comparison of the current vs. new curricula as indicated below.

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| Click here to enter text |

1. Detail regarding change in resources required (new faculty, increased faculty duties, changes in staff support or physical resources) Refer to the Institution Resources and Faculty sections of the *Standards* and address each standard applicable to this change.

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| Click here to enter text |

1. Detail regarding changes in student number, tuition charged and generated, and budgeted. **Note:** changes in student number as described in standard E1.09 may require a separate change form be submitted.

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| Click here to enter text |

**NOTE:** If this change also involves a change in program length (standard E1.09c), the program must so indicate and address that issue in narrative detail here. Program should review ARC-PA Change in Program Length form to be sure salient points are addressed in narrative.

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| --- |
| Click here to enter text |

**Include the following as separate documents with this form:**

1. Documentation of institutional (letter or approval from dean or senior institutional official) and/or regional accreditation approval (copy of approval correspondence) for this change.
2. A tabular representation of the current vs. new curricula, with faculty assignments. Attention should be paid to course work to be added, course work that will change or be consolidated, and course work which will no longer be included in the curriculum. Address the timeline for changeover of course. Add narrative as needed for explanation.

Receipt of this Change in PA Program Form and any supporting materials required will be acknowledged by the ARC-PA via correspondence sent to the program.

Name: Enter name

Title: Enter title

Mailing Address: Enter mailing address

Email: Enter email

The ARC-PA will review and consider the changes described by this form and any accompanying materials either by an expedited review process or at its next regularly scheduled meeting, in March or September.

The program should submit this form by uploading it as a Change in Graduation Requirements document type from the program’s portal page by the **1st of July** for a September meeting or the **31st of December** for a March meeting. From the portal Program Dashboard, click on Manage Program Documents in the Action Center or click the Documents icon, which looks like several sheets of paper, in the dashboard’s upper-right corner. Click on the link to the pdf Help document “How to Upload.”

Should the ARC-PA determine that paper copies of the report are required, it will provide the program with instructions concerning the number and organization of copies needed and directions for mailing.