**Change in Requirements for Program Completion**

(standard E1.08b)

August 2021

Accredited Clinical Postgraduate PA programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 3rd edition. **Changes in the requirements for program completion require ARC-PA approval six months in advance of implementation (standard E1.08b).**

The ARC-PA will review and consider program changes and any accompanying materials at its next regularly scheduled meeting in **March**, **June** or **September**. Changes submitted on or before **December 31** are considered for the March meeting. Changes submitted on or before **March 31** are considered for the June meeting. Changes submitted on or before **June 30** are considered for the September meeting.

**Programs should plan accordingly in order to receive approvals within the required timeframe. Taking into consideration the length of time between submission and review, it is recommended that programs begin the approval process one year before a change**.

 Sample timelines for a program seeking ARC-PA approval for a change are below:

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| **SAMPLE 1** |
| **Intended implementation of program change** | **June 2021** |
| **ARC-PA considers change at commission meeting** | **September 2020** |
| **Deadline for submitting change documentation for September 2020 meeting** | **June 30, 2020** |
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| **SAMPLE 2** |
| **Intended implementation of program change** | **January 2022** |
| **ARC-PA considers change at commission meeting** | **June 2021** |
| **Deadline for submitting change documentation for June 2021 meeting** | **March 31, 2021** |

This form is to be used by programs reporting changes in **requirements for program completion.** The Program Director should submit this completed form and any required attachments as described below. Be sure to retain a copy at your program.

**Program Name:** Click here to enter program name

**Program Director:** Click here to enter name

**Date of form completion**: Click here to enter date

**Date form submitted to ARC-PA:** Click here to enter date

**Indicate** any changes as directed below.

**Provide narrative** responses describing the following:

1. Rationale for change of program completion requirements.

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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 |

**NOTE:** If this change also involves a change in program length greater than one month (standard E1.08c), the program must indicate below and complete and submit the Change in Program Length form.

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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 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.

**SIGNATURES**

The signatures of the chief administrative officer and Program Director attest to the completeness and accuracy of the information provided in this application and supporting materials.

I understand and agree that the Program will be subject to an adverse accreditation action which could include denial of accreditation or withdrawal of accreditation, and that future eligibility for accreditation may be denied in the event that any of the statements or answers made in this submitted response are false or in the event that the Program violates any of the policies governing accredited programs.

**Chief Administrative Officer** of Program’s Sponsoring Institution:

*As listed in the Program Management Portal*

 Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**Program Director:** Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**SUBMISSION INSTRUCTIONS**

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, as determined by the ARC-PA, in March, June or September. Changes submitted on or before **December 31** are considered for the March meeting. Changes submitted on or before **March 31** are considered for the June meeting. Changes submitted on or before **June 30** are considered for the September meeting. (See sample timeline above.)

The program should submit this form by uploading it as a Change in Graduation Requirements document type from the program’s portal page. 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.”

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.