**Change in Class Size**

(standard E1.09d)

March 2023

Accredited PA programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 5th edition. **Changes to the maximum class size require ARC-PA approval six months prior to implementation (standard E1.09d)**.

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 **October 1** are considered for the March meeting. Changes submitted on or before **February 1** are considered for the June meeting. Changes submitted on or before **May 15** 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** | **May 2024** |
| **ARC-PA considers change at commission meeting** | **September 2023** |
| **Deadline for submitting change documentation for September 2023 meeting** | **May 15, 2023** |
|  | |
| **SAMPLE 2** | |
| **Intended implementation of program change** | **January 2025** |
| **ARC-PA considers change at commission meeting** | **June 2024** |
| **Deadline for submitting change documentation for June 2024 meeting** | **February 1, 2024** |

This form is to be used by programs requesting changes in **class size**. **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

**Eligibility for Submission of Application for Increase in Class Size**

A program with the status of accreditation – probation is not eligible to request an increase in the maximum entering class size.

A program must hold the status of accreditation-continued to be eligible to request an increase, as indicated below.

A program holding the status of accreditation continued:

* Must maintain five consecutive years of accreditation – continued status before the ARC-PA will consider a request for an increase in maximum entering class size.
  + Subsequent requests for an increase in maximum entering class size require a program maintain four consecutive years of accreditation-continued status from the date of the last approved class size increase.
* Must maintain two years of accreditation-continued status after completing the provisional pathway, without an approved incremental class size increase while holding accreditation-provisional status, before the ARC-PA will consider a request for an increase in maximum entering class size.
* Must maintain five years of accreditation-continued status after completing the provisional pathway, if the program was approved for incremental class size increases while holding accreditation provisional-status, before the ARC-PA will consider a request for an increase in maximum entering class size.

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

**Indicate** any changes as directed below.

Note the following **definitions** related to the completion of this form:

***Maximum class size***: Maximum potential number of students enrolled for each admission cycle as approved by the ARC-PA.

| **Current approved maximum entering class size on file with ARC-PA and documented in portal** | **Proposed maximum entering class size** | **Effective Date** |
| --- | --- | --- |
| Enter current max class size | Enter proposed class size | Enter effective date |

| **Number of students *currently* enrolled in each year of the accredited program:** | |
| --- | --- |
| Year 1 enrollment | Enter # |
| Year 2 enrollment | Enter # |
| Year 3 enrollment | Enter # |
| Year 4 enrollment | Enter # |
| **TOTAL current enrollment** | Enter total |

**Comment below as necessary**:

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

**Student Attrition**

**Complete** the table for the three most recent graduating classes and the current classes. **Use Comment** section to explain program nuances.

* Class of: insert year class cohort will complete the program.
* Entering class size is the number of students newly enrolled for each admission cycle.
* Total attrition should reflect the number of students from the entering class who did not complete the program with the rest of the cohort, either due to leave of absence, deceleration, dismissal or withdrawal.
* Number joining class cohort who began with different cohort reflects those who began with a previous cohort and either decelerated or took a leave of absences and returned to join a different class.
* Graduates or anticipated graduates is the total of the entering class size minus attrition plus number joining from another cohort.

|  | **Graduated Classes** | | | **Current Classes** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Class of** Year | **Class of** Year | **Class of** Year | **Class of** Year | **Class of** Year | **Class of** Year |
| **Maximum entering class size**  **(as approved by ARC-PA)** | **#** | **#** | **#** | **#** | **#** | **#** |
| Entering class size | # | # | # | # | # | # |
| Total attrition | # | # | # | # | # | # |
| Number joining class cohort who began with different cohort | # | # | # | # | # | # |
| Graduates | # | # | # |  |  |  |
| Anticipated graduates |  |  |  | # | # | # |

Provide a narrative that includes a brief analysis of student attrition.

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| Click here to enter text |

**Provide a** **narrative** description referenced to the *Standards* that describes the following:

**NOTE:** Do not attempt to embed any tables into the boxes as the formatting does not allow for their integrity to be maintained.

1. The rationale for the proposed change related to the mission and goals of the program to include regional analysis and impact. (standard B1.01a)

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| Click here to enter text |

1. Discussion of the adequacy of resources to support the proposed change and/or of resources that will be added. Be sure to refer to the *Standards* in considering the resources to address**.**

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| Click here to enter text |

* + 1. Discussion of how budget will change with class size change, providing details as needed to explain where increased funds will be utilized. (Also, MUST complete separate ARC-PA budget template. Use text box below only for discussion of budget, not to enter the budget.) (standard A1.06)

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| Click here to enter text |

b) Personnel to include current number/FTE of faculty (program director, medical director, and principle and instructional faculty) and staff and how it will change with the change in class size. Discuss the anticipated role of each new faculty and/or staff member and how the program determined sufficiency of faculty and staff needed to support the increase. Include anticipated faculty attrition of which the program has received notification.

**Append** a tabular representation of: the current faculty and staff, the proposed faculty and staff after the change, and any anticipated faculty attrition. (To develop this tabular representation, the program will use the Personnel tab of the Portal. Export the data to Excel as a baseline, editing columns and rows to show the two sets of faculty and staff [current and planned]. The columns User Name, Email and Phone are deleted.) (standards A1.07, A2.01, A2.03 and A2.18)

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| Click here to enter text |

c) Classrooms and laboratories, to include current capacity of these areas and if any new areas will be needed to accommodate proposed increase in class size. (standard A1.08, A1.09)

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| Click here to enter text |

d) Describe the design of your program’s curriculum (e.g. 28 months; 12 months didactic 16 months clinical). Narrative should address how the program handles any cohort overlaps, specifically related to allocation of resources such as classroom or computer lab space and availability of SCPE sites. Include any impact remediation efforts, such as repeating a required SCPE or didactic course work would have on resource availability. (standards A1.08, B3.01)

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| Click here to enter text |

e) Technology resources, to include current capacity at computer labs, if used, and if current capacity will accommodate proposed class size increase. (standards A1.08, A1.09)

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| Click here to enter text |

f) Sites for SCPEs, to include the current number of such sites used for the current class size and plans to add sites if needed for the increased class size. Append a SCPE table by following the attached “Directions for Using SCPE Portal Tab to Create Excel Document in Support of Expansion in Class Size.”  **Programs must demonstrate that they have secured sufficient clinical sites with agreements for the increased maximum class size.** (standards A1.10, B3.03, and B3.07)

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| Click here to enter text |

1. Any other changes to be made in support of the change in enrollment.

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| Click here to enter text |

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

1. Institutional approval of the proposed change (letter from dean or senior institutional official **MUST** be attached).
2. Tabular display of current faculty, faculty after change in class size, and anticipated faculty attrition.
3. Curriculum Schematic Template
4. SCPE table from Portal per directions.
5. ARC-PA change in class size budget template.
6. A copy of the official NCCPA print out of the most recent five-year first time and aggregate graduate performance on the *PANCE*.

**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 **October 1** are considered for the March meeting. Changes submitted on or before **February 1** are considered for the June meeting. Changes submitted on or before **May 15** are considered for the September meeting. (See sample timeline above.)

The program should submit this form by uploading it as a Change in Class Size 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.