**Change in Academic Degree or Credential Awarded**

(standard E1.10)

March 2023

**For Four Year Institutions Converting from one Graduate Degree to a Different Graduate Degree**

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 degree granted at program completion require ARC-PA notification no less than six months prior to implementation (standard E1.10).**

This form is to be used by programs reporting changes in **academic degree or credential awarded**. **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:** Enter program name

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

**Anticipated date of first conferral of this degree:** Enter date

**Title of degree:** Enter degree

**Date of form completion:** Pick date

**Date form submitted to ARC-PA:** Pick date

**Address** proposed change by completing information below as directed.

Current Credential Awarded: Enter credential

Proposed Change in Credential to be awarded: Enter change

Proposed effective date: Enter date

**Provide narrative** responses to the following:

1. Rationale for the change in degree. If a formal needs assessment was done, the report of this assessment should be attached with the report (a synopsis of the document is acceptable)

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| Click here to enter text |

1. Detail regarding any changes in resources that will be required to support the change to a more advanced degree. Specifically, the program should detail

* any additions to the faculty,
* any new responsibilities for current principal faculty, and
* indicate if there will be a difference in staff support or physical resources.

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| Click here to enter text |

1. Detail regarding any changes in student number, tuition, and budget. (Note that an increase in the approved maximum entering class size requires ARC-PA approval no less than 6 months prior to implementation.)

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| Click here to enter text |

1. Detail regarding state or regional approval for this degree change, if required by your state, to include the timing of the approval in relation to the anticipated date of first degree conferral.

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| Click here to enter text |

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

1. Documentation of institutional (include letter or approval from dean or senior institutional official) and/or regional accreditation approval (copy of approval correspondence) for this change.
2. Documentation of state / regional approval for this degree, if required by your state.
3. A tabular representation of the current vs. new curricula. 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. 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 application 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.*

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.

**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.

The program should submit this form by uploading it as a Change in Credential Offered 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.”