**Change in Requirements for Graduation**

(standard E1.09b)

**Change in Curriculum Resulting in Increase in Tuition**

(standard E1.09c)

Effective February 1, 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 in the requirements for program completion/graduation and changes in curriculum resulting in an increase in tuition require ARC-PA approval six months in advance of implementation (standard E1.09b & c).**

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:

|  |  |
| --- | --- |
| **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 reporting changes in **graduation requirements that include changes in the total credits required** or any **changes in curriculum that result in an increase in the student tuition or changes in program length greater than one month.** 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.

| **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

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

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

|  |
| --- |
| 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.

|  |
| --- |
| 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.

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

1. Detail regarding changes in student number, tuition charged and generated, and budgeted. Detail how students were/will be informed of tuition changes, if applicable.

**Note:** changes in student number as described in standard E1.09 may require a separate change form be submitted.

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

**NOTE:** If this change also involves a change in program length greater than one month (standard E1.09e), the program must indicate below and complete and submit the Change in Program Length form.

|  |
| --- |
| 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.

**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 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.