

**Compliance with Required Element 1.4-Graduate Degree Completion TEMPLATE**

In accordance with *ACEND® Policy & Procedure Manual* (located on the ACEND website: [Policy and Procedures](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policy-and-procedures))- Substantive Program Changes, adding a graduate degree requires programs to submit a substantive program change.

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| **Date:** |  | | |
| **Program name and type:** |  | | |
| **Sponsoring institution:** |  | | |
| **City:** |  | **State:** |  |

***Signatures must be present and may be presented as an electronic signature or scanned.***

**Program Director:**

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| Name and credentials | Business Address |
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| Title | Telephone |
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| Signature | E-mail Address |

**First Administrator:** Provide name, credentials, title(s), and signature of administrator to whom program director directly reports.

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| Name and credentials | Business Address |
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| Title | Telephone |
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| Signature | E-mail Address |

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| **Directions:**  Provide a narrative and documentation of continued compliance with the specific accreditation standards affected by the proposed addition of a graduate degree. Refer to the Guidelines for Requesting Substantive Changes document (located on the ACEND website: [Major Program Change Guidelines](http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/policy-and-procedures)) and the Guidance Information for ACEND Accreditation Standards for a description of the narrative and appendix information required. Some responses require templates or forms which are located on the ACEND website: [2022 Standards Templates](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards) and [FEM Standards Templates](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022)  The program change should be submitted in one searchable PDF file formatted using the Adobe bookmark feature (for more information about bookmarking a PDF document: <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>). Each document within the single PDF must be labeled, (for example, Appendix A); and the text narrative provided for the Required Element should reference the appendix evidence by this labeling. To Submit the Substantive Change: Upload the PDF document on [DocuWare](https://academy.docuware.cloud/DocuWare/Forms/acend-program-report?orgID=3103). Instructions specific to your program can be found on the first page of the Substantive Change Cover Page document located in the [ACEND Portal](https://www.eatrightpro.org/acend/program-directors/acend-portal). You do not need to utilize the second page to submit the substantive change as this relates to other program changes not using this template. |

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| **Compliance with Required Element 1.4-Graduate Degree Completion** |
| **Summary of Change:**  Provide a summary of the proposed change and rationale. Note that changes become effective at the time of approval by ACEND and may not be dated retroactively.  **Program Response:** |
| **Anticipated Start Date for adding a graduate degree (term/year):**  **Proposed degree(s) to be added (i.e., MPH, MS, MBA, etc.):**  **Check if any of these apply:**  **Yes  No** Is the proposed degree offered via distance didactic education?  **Note**: If the program has not been approved to offer distance education or is increasing from < 50% to ≥ 50% distance education within the program, the program must submit a substantive change. For more information refer to [ACEND Substantive Change Guidelines](https://www.eatrightpro.org/-/media/files/eatrightpro/acend/accreditation-standards-fees-and-policies/acend-policies-and-procedures/substantive-change-guidelines-standards-all-program-types.pdf?rev=7c34b40283244a5daa60e9b5e05fac37&hash=7E819BDB3FBF3AC5AFDB00F32A2E5478).  **DPD and CP programs: Complete Sections 1 and 2.**  **For dietetic internships only:**  **Yes  No** Will ACEND competencies be assessed in the graduate courses associated with the degree?  **If yes for competency assessment in graduate courses, complete sections 1 and 2**  **If no, complete only section 1 and skip section 2** |
| **Section 1: Required by all programs** |
| **Standard 1, RE 1.3:** **Maximum Enrollment**  **Proposed Enrollment:** Please indicate how many students/interns you plan to enroll at maximum capacity.   |  |  |  |  | | --- | --- | --- | --- | | A | B | C | D | | Total Maximum Enrollment (sum of columns B, C, and D) | 1st Year  Graduate Degree Students | 2nd Year Graduate Degree Students | Verification Statement Only Interns | |  |  |  |  |   Discuss **any changes** to the maximum enrollment as a result of the addition of the graduate degree, if applicable, and the adequacy of resources related to the change. If the maximum enrollment remains the same, state NA.  **Program Response:** |
| **Standard 1, RE 1.4: Program Completion Requirements**   * Describe the completion requirements for awarding a verification statement. Information should be provided separately for each option offered, including any requirements for completing the graduate degree. * If a non-degree option is offered in addition to the degree option, completion requirements for that option must be described.   **Program Response:**  **Appendix:**  Draft information from catalog or website listing the proposed degree obtained and course requirements and prerequisites |
| **Standard 1, RE 1.6:** **Program Length**   * Describe whether the addition of the graduate degree will impact the program’s length and number of supervised practice hours /supervised experiential learning hours. For those on the 2022 Standards include the number of hours in professional work settings versus alternative supervised experiences. * If the program offers multiple options (such as a non-degree option), discuss the program length and supervised practice hours for each option.   **Program Response:**  **Appendix:**  Completed template titled **Planned Supervised Practice/Supervised Experiential Learning Hours** |
| **Standard 2: Program Mission, Goals, Objectives and Program Evaluation and Improvement**  Discuss **if any** revisions will be made to the program’s mission, goals, and objectives as a result of the addition of the graduate degree (i.e., program completion objective). If no changes, indicate NA and do not submit Program Evaluation Plan.  **Program Response:**  **Appendix: (N/A if no changes have been made to your Program Evaluation Plan)**  Completed template titled **Program Evaluation Plan** with any revised mission, goals and/or objectives. |
| **Standard 7: Information to Prospective Students and the Public**  In the **draft copy of the website materials** requested in the appendix, provide the changes that will occur as a result of adding a graduate degree requirement. Be sure to update and include:   * + 7.3b--Description of the program, including program’s mission, goals and objectives.   + 7.3e--Estimated cost to students, including tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs.   + 7.3f--Application and admission requirements.   + 7.3g--Academic and program calendar or schedule.   + 7.3h--Graduation and program completion requirements.   + 7.3i--Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.   + Be sure to address any other required elements that may be impacted by the addition of the graduate degree.   **Program Response:** No narrative needed.  **Appendix:**  Any draft materials, such as brochures or catalogs, that will be used to publicize the program, if applicable  **Draft copy, such as a Word document** of the information that will be available on the program’s website, for the specific information listed above for Required Element 7.3. |
| **Standard 8: Policies and Procedures for Enrolled Students**  Provide changes to policies in a draft handbook that have been revised as a result of the graduate degree requirement. Be sure to update and include:   * 8.2m graduation/program completion requirements * 8.2n verification statement requirements * Any other policies that may be impacted by the addition of the graduate degree.   **Program Response:** No narrative needed  **Appendix:**  Draftprogram handbook reflecting the proposed changes.  Completed template titled Required Element 8.1 and 8.2 Policy and Procedure Checklist—Indicate the page in the draft handbook where policy revisions were made. If a policy was not changed, indicate NO CHANGE on the template. |

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| **Section 2:**  **Required by all GP, CP, DPD programs and DI programs where competency assessment is occurring in graduate courses** |
| **Standard 1, RE 1.3: Resources**  Describe how the program has adequate resources (e.g., administrative, clerical, technical, and IT support, financial, physical facilities, learning resources, support services) to meet program needs once the graduate degree requirement is added.  **Program Response:** |
| **Standard 1, RE 1.5: Program Director**  • Describe how the program director has adequate time and resources to manage the program with the addition of the graduate degree requirement.  • Describe any anticipated changes to the program director responsibilities including time allocation for program management.  **Program Response:**  **Appendix:**  ☐ If changed due to the addition of the graduate degree, include formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g., number of hours, percentage of time, amount of course release time). |
| **Standard 3: Curriculum and Learning Activities**  **For CP and DPDs:**   * Describe the changes to the program’s curriculum as a result of adding a graduate degree; indicate if knowledge and/or competencies are assessed in the graduate courses. * Discuss and provide examples of how the graduate curriculum facilitates student achievement of the learning objectives and expected depth and breadth of knowledge and/or competency.   **For DIs:**   * Are there any curriculum changes related to competencies assessed in the graduate courses? If so, describe these curriculum changes. If no change will occur, indicate **No Change** in the program response and then no appendices for Standard 3 are needed.   **Program Response:**  **Appendix: (N/A for DIs with no competencies assessed in the graduate coursework)**  **Graduate** course descriptions as published in the catalog ***(draft course descriptions for proposed courses)***  Completed template titled **Curriculum Map**  Completed template titled **Summary of Learning Activities**  Syllabi for graduate courses taught within the academic unit showing learning activities with the associated knowledge/competency requirements in chronological order as it appears in the curriculum  Supervised practice/Supervised Experiential Learning course syllabi or rotation descriptions showing learning activities with the associated competencies |
| **Standard 4: Student Learning Assessment and Curriculum Improvement**  **For GPs, CPs and DPDs:**   * Describe any changes to the program’s plan for on-going assessment of students’ attainment of core knowledge and/or competencies related to the addition of the graduate curriculum. * Describe how individual students’ demonstration of core knowledge and/or competencies will be tracked once the graduate curriculum is added.   **For DIs:**   * Will competencies be assessed in the didactic graduate courses? If so, discuss any changes to competency assessment related to the addition of the graduate degree. If no change will occur, indicate **No Change** in the program response and then no appendices for Standard 4 are needed.   **Program Response:**  **Appendix:**  Completed template titled **Competency Assessment Table or Knowledge Assessment Table (DPD)** |
| **Standard 5: Faculty and Preceptors**  Discuss the adequacy of qualified and credentialed faculty to ensure implementation of the program’s curriculum and achievement of the program goals and objectives with the addition of a graduate degree.  **Program Response:**  **Appendix:**  Completed template titled **Faculty Roster** |