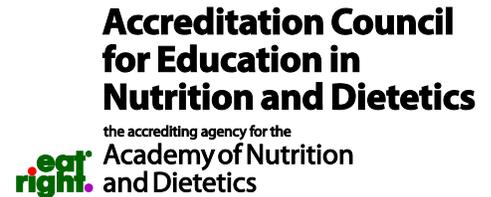


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## Guidelines for Requesting Substantive Changes

Overview and General Directions for All Program Types

Effective July 1, 2020



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The U.S. Department of Education requires ACEND to monitor and approve “substantive changes” that potentially may impact the ability of an ACEND accredited program to meet the accreditation standards.

- **Candidacy Programs:** Substantive program changes (other than Program Director changes or Changes in Administrative Structure) are not accepted from, or approved for, programs in Candidacy for Accreditation until after the program achieves full accreditation status.
- Substantive changes are reviewed and approved based on the type of change as noted in this document. Changes must be made within the context of the program’s long-term mission and goals; therefore, the program should determine the long-term feasibility of implementing the change and its impact on the quality of the program as a whole. Once this has been considered, an explanation of the proposed change must be submitted to ACEND for review and approval before implementation.
- All substantive changes must be submitted by the program director except for a program director change which is submitted by the program director’s immediate supervisor.
- Changes become effective at the time of ACEND approval and may not be dated retroactively. ACEND may require an interim report, self-study report or an on-site evaluation to assess the effect of the change on the program’s accreditation status. The program is responsible for all applicable fees.

**Future Education Model Demonstration Programs Note:** The requirements for documentation to submit for a substantive program change are based on the 2017 ACEND Accreditation Standards. Contact the ACEND manager if you wish to request a substantive program change other than changes to the program director or administrative structure.

### Requirements for Submitting Substantive Changes and Timeline

The following must be submitted **at least eight weeks prior to implementation of the change or twelve weeks prior to the next scheduled ACEND Board meeting if the change requires ACEND Board approval:**

1. Forms for substantive changes are located on the ACEND [website](#).
2. Substantive Program Change Cover Page template briefly describing the request.
3. The official name of program (indicate if requesting a name change), sponsoring institution and location.
4. Summary of proposed changes, rationale and proposed date of implementation. Please note that changes become effective at the time of approval by ACEND and may not be dated retroactively.
5. Narrative and documentation of continued compliance with the specific accreditation standard(s) affected by the proposed change, as described on the following pages. When appropriate, include the ACEND-required template associated with the standard or required element.
6. \$250.00 substantive change fee. You will receive an invoice for the \$250 change fee when ACEND receives the program change request.

**Email one (1) searchable PDF document formatted using the Adobe bookmark feature to:**

[ACENDREPORTS@eatright.org](mailto:ACENDREPORTS@eatright.org). (For more information about bookmarking a PDF document: <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>.)

## Substantive Changes During a Program's Accreditation Cycle

**Changes Integrated within the Self-Study report:** Fully accredited programs applying for continued accreditation may integrate substantive program changes within a self-study report. Substantive changes integrated into the self-study report represent how the program wishes to be accredited going forward. For example, a program currently accredited at the bachelor's level that would like to be accredited at the graduate level would write the self-study report based on a graduate level program. Or, if a program is accredited to enroll 18 students each year and would like to increase enrollment, it would indicate the new enrollment on the cover page and explain adequacy of resources to support that enrollment within the self-study report. Programs would then receive an accreditation decision approximately 12-18 months after submission of the self-study report based on the information provided in the self-study report and during the site visit. The accreditation decision letter will include approval of the substantive change.

**Changes Submitted between Self-Study Reports:** If a program wishes to submit a change prior to their self-study report, the change must be submitted no later than twelve weeks before the self-study report is due. **Otherwise, the program change would need to be submitted after the site visit process is complete (i.e., 12-18 months after submission of the self-study report) and the Board has made the accreditation decision.**

**Contents:**

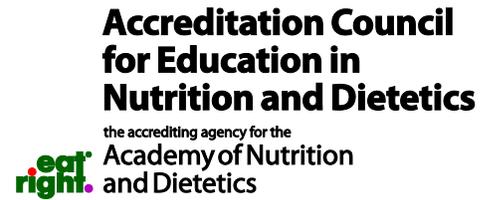
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## Substantive Change Guidelines

Program Director Appointment

Effective July 1, 2020



### Program Director Appointment

Every accredited program must have a program director at all times. Changes in program director appointments must be reported by the immediate supervisor of the program director **at the time of the change**. The designated program director must meet qualifications specified in the ACEND Accreditation Standards in effect at the time of the appointment. Standards are available on the ACEND webpage at [www.eatright.org/ACEND](http://www.eatright.org/ACEND).

### Information Required by ACEND

Prior to the effective date, submit a completed Program Director Change Request template and a curriculum vitae or resume documenting the individual's credentials.

### Review and Final Approval

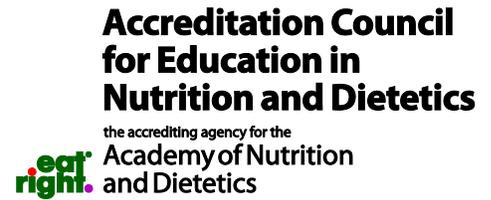
- ACEND Staff

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## Substantive Change Guidelines

Change to Program Mission or Objectives

Effective July 1, 2020



### Change to Program Mission or Objectives

A change to the program mission's intent and corresponding changes to the intent of the program goals and objectives requires submission of a substantive program change. Edits to wording, adding or eliminating objectives that align with the original mission or changes to comply with the ACEND standards need not be submitted for approval.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 3: Program Mission, Goals and Objectives
- Standard 4, Required Element 4.1: Program Evaluation and Improvement--A revised On-going Program Evaluation Plan with updated mission, goals and objectives
- Standard 9, Required Element 9.3: Information to Prospective Students and the Public--Draft website with revised mission, goals and objectives

### Review Process

- ACEND Staff

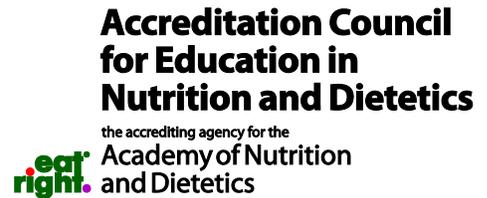
### Final Approval

- ACEND Board

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## Substantive Change Guidelines

Add Distance Education or Satellite or Branch Campus  
Effective July 1, 2020



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### Distance Education or Satellite or Branch Campus\*

Programs must submit a substantive change request for a new education track which (a) adds distance education delivery for 50% or more of didactic courses in the professional curriculum or (b) expands or adds one or more branch/satellite campuses to an existing campus-based model, regardless of the mode of education delivery or (c) add distance education delivery for 50% or more of master's level required courses within a graduate dietetic internship. **Refer to ACEND P&P Manual, Substantive Program Change section for detailed information about requirements for distance education or a branch or satellite campus; especially if the program has received previous approval to operate on a branch campus.**

**Distance Education:** Uses one or more of the technologies listed below (1-4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- 1 The internet;
- 2 One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices;
- 3 Audio conferencing; or
- 4 DVDs, CD-ROMs, or other technology, if these are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

**Satellite or Branch Campus:** A satellite or branch campus is a site that meets all of the following conditions:

- 1 A facility that is apart from the main campus of the institution and at which the institution offers 50% of the program and students are studying the same curriculum.
- 2 Both faculty and students are located at the satellite location.
- 3 Has its own faculty and administrative or supervisory organization
- 4 Has its own budgeting and hiring authority
- 5 The core curriculum offered allows students to meet the same degree completion requirements of the primary accredited program.
- 6 The degree is granted by the higher education institution that offers the degree in the primary accredited program.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Resources
- Standard 1, Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 3: Program Mission, Goals and Objectives
- Standard 5: Curriculum and Learning Activities
- Standard 6, Required Element 6.1: Student Learning Outcomes Assessment Plan
- Standard 6, Required Element 6.3.c: Information regarding comparability of educational experiences
- Standard 7: Faculty and Preceptors
- Standard 8: Supervised Practice/Experiential Learning Sites
- Standards 9: Information to Prospective Students and the Public—Draft of information to the public about the distance pathway or branch campus including any costs associated with the verification of

student identity and guidance about distance education including identification of supervised practice sites if applicable.

- Standard 10: Policies and Procedures-- Any changes to policies and procedures due to the addition of distance education or a branch or satellite campus including the process used to verify the identity of students who participate in distance courses and how the privacy of student identifying information used for distance learning is protected

#### **NOTES:**

- Programs that have successfully completed at least one cycle of accreditation, have not been placed on probation over the prior three years and have previously received ACEND approval for the addition of at least two branch campuses or do not need to apply for approval for an additional branch campus. Any additional branch campus must be reported to ACEND within 30 days. To do so, send an email to [acendreports@eatright.org](mailto:acendreports@eatright.org) with the program name, new branch campus location and link to program's website where information about the branch campus location of the program can be found. ACEND may request additional information, if necessary.
- Programs with branch campuses or that offer both a distance and onsite track should request a second program code from CDR to track pass rate for a distance track or satellite campus.

#### **Review Process**

Document review by:

- ACEND Board Program Representative or Representative-Elect

For branch campus, site visit or similar review:

- One-year advance notice before accepting students in new education pathways at branch/satellite locations to allow time for a focused site visit

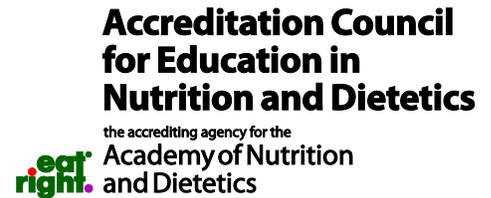
#### **Final Approval**

- ACEND Board

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## Substantive Change Guidelines

Changes to Remote or Student Identified Supervised Practice Rotations  
Effective July 1, 2020



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### Changes to Remote or Student Identified Supervised Practice Rotations

A program change is required if a program plans to add  $\geq 10\%$  of the number of supervised practice hours required by the program at a remote site (defined as  $\geq 100$  miles from sponsoring organization) or when a student/intern is required to find their own supervised practice for  $\geq 10\%$  of supervised practice/experiential learning hours, regardless of whether the sites are local or remote.

In both these situations it is expected that students/interns are practicing under the supervision of a preceptor in the location that they are completing supervised practice. Once a program change for remote or intern/student-identified supervised practice is approved a program does not need to submit a change if additional remote sites are added.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Resources
- Standard 1, Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 3: Program Mission, Goals and Objectives
- Standard 6, Required Element 6.3.c: Student Learning Outcome Assessment and Curriculum Improvement--Information regarding comparability of educational experiences
- Standard 7: Faculty and Preceptors
- Standard 8: Supervised Practice/Experiential Learning Sites
- Standard 9: Information to Prospective Students and the Public—Draft of materials addressing guidance about distance education components and requirements for practice sites if interns locate their own
- Standard 10: Policies and Procedures--The program must update policies and procedures to reflect the change.

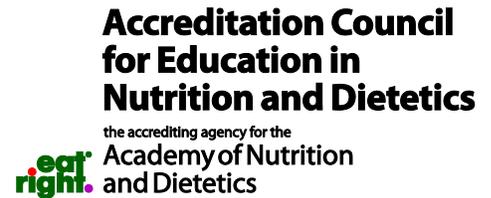
### Review and Final Approval

- ACEND Senior Staff

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## Substantive Change Guidelines

Change or Add Degree Requirements; or Change to Direct Assessment or Competency Based Education  
Effective July 1, 2020



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## Change or Add Degree Requirements or Change to Direct Assessment<sup>1</sup> or Competency Based Education

Programs must submit a substantive change request when they intend to do any of the following options:

- Add a graduate degree option to a program accredited at the baccalaureate degree level
- Add a graduate degree to a program accredited as a non-degree option (e.g. Dietetic Internships)
- Delete a graduate degree requirement from a program accredited at the graduate level
- Change to Direct Assessment or Competency Based Education as a measure of student learning

## Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Resources—The program must explain how it assures that resources are sufficient to meet the needs of the program.
- Standard 1, Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 1, Required Element 1.6: Program Length
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and outcomes based on the assessment process.
- Standard 5: Curriculum and Learning Activities
- Standard 6, Required Element 6.1: Student Learning Outcomes Assessment Plan
- Standard 7: Faculty and Preceptors
- Standard 9: Information to Prospective Students and the Public
- Standard 10: Policies and Procedures—The program must update policies and procedures to reflect the change.

## Review Process

- ACEND Board Program Representative or Representative-Elect

## Final Approval

- ACEND Board

## Notes

DI Programs should request from D&D Digital, a second program code for computer matching for the addition of a graduate track if there is a non-degree track. Programs with branch campuses or that offer both a distance and onsite track should request a second program code from CDR to track pass rate for a distance track or satellite campus.

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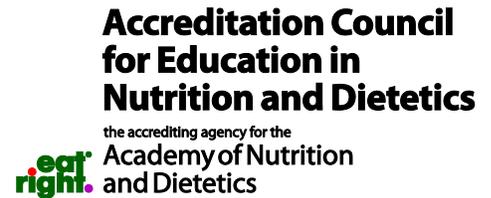
<sup>1</sup>Definition abstracted from the United States Department of Education found in the Federal Register (34 CFR 668.10) at: [https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=aa81e13550784d0a1d75eac08a3484f4&ty=HTML&h=L&mc=true&r=PART&n=pt34.3.668#se34.3.668\\_110](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=aa81e13550784d0a1d75eac08a3484f4&ty=HTML&h=L&mc=true&r=PART&n=pt34.3.668#se34.3.668_110)

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## Substantive Change Guidelines

Changes to Clock or Credit Hours

Effective July 1, 2020



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### Changes to Clock or Credit Hours

Programs must submit a substantive change request when they intend to do any of the following:

- Change from clock hours to credit hours or vice versa
- Substantially increase (10% or more in professional courses only) in the number of clock or credit hours required for program completion (For example, If a DPD requires 60 hours of nutrition and dietetics courses then it would need to report an increase of 6 or more credit hours of dietetics coursework)

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.6: Program Length (Program length and ability to achieve competencies/learning outcomes)
- Standard 3, Required Element 3.3: Program Completion Objective if program length changes
- Standard 5, Required Element 5.2: Curricular Mapping
- Standard 9: Information to Prospective Students and the Public—Draft of program information for prospective students regarding changes.
- Standard 10: Policies and Procedures—The program must update policies and procedures to reflect the change.

### Review and Final Approval

- ACEND Senior Staff

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## Substantive Change Guidelines

Enrollment Monitoring

Effective July 1, 2020

## Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics

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### Enrollment Monitoring for ACEND-accredited Programs

Each ACEND accredited program must establish an enrollment maximum, taking into account normal attrition rates, enrollment history, projected enrollment increases, and adequacy of resources to support student/intern success. DPDs should also take into consideration the availability of supervised practice placement for students or graduates. After the enrollment maximum is established, the actual number of students/interns in the class must stay within this number as the class proceeds through the program. Programs are only required to establish an enrollment maximum for the professional level courses in the program. For example, an undergraduate DPD would include junior and senior year students and post-graduate students completing DPD requirements.

Any program wishing to increase its maximum enrollment by 3 students/interns or 20%, whichever is greater, *within the accreditation cycle* is required to submit a Substantive Program Change Request. The request would consist of current enrollment, proposed enrollment and resources to support an increase in enrollment.

Any maximum enrollment increase of 2 students/interns or less or 19% students/interns or less, whichever is greater, must be reported to ACEND within 30 days. To do so, send an email to [acendreports@eatright.org](mailto:acendreports@eatright.org). ACEND may request additional information, if necessary. During an accreditation cycle, once a program has increased the enrollment by 3 or 19% student/interns any additional increases must be submitted to ACEND as a Substantive Program Change request.

ACEND monitors annual report data to ensure compliance with the enrollment monitoring policy. As with all Substantive Program Changes, ACEND requires prior approval in advance of the planned increase to demonstrate that the program has sufficient resources to accommodate students. Although ACEND has established thresholds for submitting a request for a change in enrollment, the ACEND Board maintains the right to investigate any patterns of increases it considers problematic and not in the best interest of students.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Program Resources—The program must explain how it assures that resources are sufficient to meet the needs of the program with an increased enrollment.
- Standard 1, Required Element 1.5: Responsibilities of the Program Director—Describe the adequacy of the time allocated relative to meeting program needs.
- Standard 5, Required Element 5.2: Curricular Mapping—Rotation schedule and progression of learning
- Standard 7: Faculty and Preceptors—The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of the required learning activities.
- Standard 9: Information to Prospective Students and the Public—Draft program information for prospective students and public regarding changes.

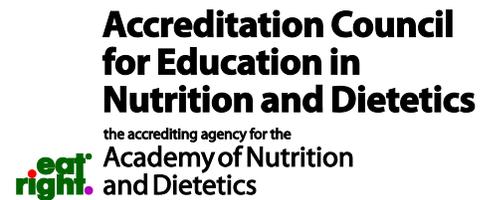
### Review and Final Approval

- ACEND Senior Staff

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## Substantive Change Guidelines

Concentration Area Additions or Changes  
Effective July 1, 2020



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### Concentration Area Additions or Changes

Programs under the 2017 Accreditation Standards that provide supervised practice experiences for educating students to become registered dietitians must submit a substantive change request to add or change a concentration.

#### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Program Resources—The program must explain how it assures that resources are sufficient to meet the needs of the program.
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives based on the assessment process.
- Standard 5, Required Element 5.1.c: Program Concentrations—Each program concentration must be described using at least two competency statements and associated learning activities that focus on experiences that programs are providing students/interns that are beyond ACEND's core competencies.
- Standard 5, Required Element 5.2: Curricular Mapping—Curriculum map, rotation schedule and progression of learning
- Standard 5, Required Element 5.3: Rotation description with concentration competencies and learning activities to achieve the concentration competencies
- Standard 6, Required Element 6.1: Student Learning Outcomes Assessment Plan—addition of concentration competencies and student learning objectives
- Standard 7: Faculty and Preceptors—The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of the required learning activities.
- Standard 8: Supervised Practice/Experiential Learning Sites—Selection of facilities for concentration(s)
- Standard 9: Information to Prospective Students and the Public
- Standard 10: Policies and Procedures—Policies and procedures for enrolled students specific to selection of concentration, if more than one is offered.

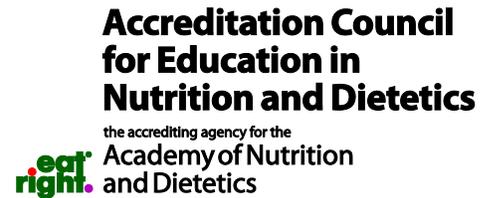
#### Review and Final Approval

- ACEND Senior Staff

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## Substantive Change Guidelines

Addition of International Supervised Practice Rotations  
Effective July 1, 2020



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### Addition of International Supervised Practice Rotations

Programs under the 2017 Accreditation Standards that intend to provide supervised practice experiences in a foreign country must submit a substantive change request. In accordance with ACEND standards, supervised practice for educating dietetic technicians must be at least 450 hours, of which 350 must take place in the United States, its territories, possessions or military bases. Similarly, supervised practice for registered dietitians must be at least 1200 hours, of which 900 must take place in the United States, its territories, possessions or military bases. Supervised practice outside the core 350- and 900-hour requirements may take place in other countries.

International rotations may be located in more than one country, in which case, policies and procedures must be developed that are applicable to all the countries where the experiences are to be located. International rotations must be available to all students or interns who meet qualifications specified by the program.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3: Program Resources—The program must explain how it assures that resources are sufficient to meet the needs of the program.
- Standard 1, Required Element 1.5: Program Director Responsibilities and Qualifications—Describe the adequacy of the time allocated relative to meeting program needs.
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives based on the assessment process
- Standard 5, Required Element 5.2: Curricular Mapping—Rotation schedule and progression of learning; and ability to achieve the competencies in the international rotation
- Standard 6, Required Element 6.1: Student Learning Outcomes Assessment Plan
- Standard 7: Faculty and Preceptors—The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of the required learning activities in the international rotation.
- Standard 8: Supervised Practice/Experiential Learning Sites—Selection of facilities for international rotations
- Standard 9: Information to Prospective Students and the Public
- Standard 10: Policies and Procedures related to international experience

### Review and Final Approval

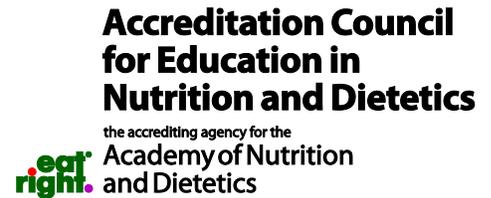
- ACEND Senior Staff

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## Substantive Change Guidelines

Change in Administrative Structure

Effective July 1, 2020



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### Changes in Administrative Structure

Programs must submit a substantive change request when they intend to change the location of a program and reporting structure of a program director within the sponsoring institution.

### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- Self-study report cover page with signatures of new administrators
- Standard 1, Required Element 1.2 (RE 1.1 FEM Standards): Organizational chart that shows the location of the program
- Standard 1, Required Element 1.3 (RE 1.2 FEM Standards): Program Resources—The program must explain how it assures that resources are sufficient to meet the needs of the program.
- Standard 3 (Standard 2 FEM Standards): Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives based on the assessment process
- Standard 9 (Standard 8 FEM Standards): Information to Prospective Students and the Public—Draft program information for prospective students regarding the changes

### Review and Final Approval

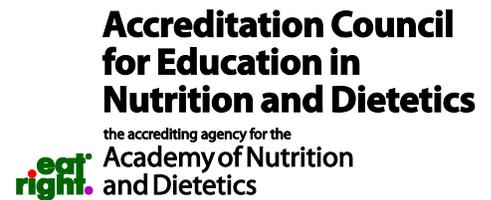
- ACEND Senior Staff

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## Substantive Change Guidelines

Program Mergers

Effective July 1, 2020



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### Reorganization of an Existing ACEND Accredited Program – 2017 Standards Only

Programs must submit a substantive change request when they intend to reorganize an existing ACEND accredited program or programs into another program type of the same degree level. This includes the reorganization of a Didactic Program in Dietetics or Dietetic Internship into a Coordinated Program in Dietetics or two or more existing programs reorganizing into one program. A program planning to reorganize into a program at a higher degree level can do so if it aligns with an existing graduate program; otherwise it will need to apply for accreditation as a new program. Programs accredited under the 2017 considering reorganizing into a FEM demonstration program should refer to the most recent Demonstration Program cohort application posted on the ACEND website under Future Education Model Programs.

Please keep the following in mind when planning a reorganization:

- Programs must be accredited in good standing with ACEND. Requests for reorganization will not be considered for programs on a reduced accreditation term or probation.
- If the change requires approval of an institutional accreditor, evidence that the change has been approved must be provided.
- The status and impact of the change on students who were enrolled prior to the reorganization must be clearly outlined and announced.
- Programs will be required to cease to exist as individual programs.
- A plan for reorganization and an Eligibility Application must be submitted to ACEND for review and approval in advance of implementing the reorganization and accepting new students.
- Upon approval of the plan and Eligibility Application, the new program must submit a comprehensive self-study report for accreditation and schedule an on-site evaluation after two classes have graduated, typically within four years.
- Payment of any required fees must be submitted with the plan for reorganization and eligibility application. Current fees can be found in the ACEND fee schedule.

### Information Required by ACEND

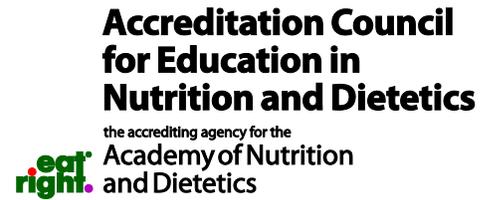
Plan for reorganization with proposed implementation timeline. Using the Eligibility Application template, provide narrative and documentation that addresses the following:

- Signature Pages
- Standard 1: Program Characteristics and Resources
- Standard 2: Consortia, if applicable
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives
- Standard 5: Curriculum and Learning Activities—Ability to achieve foundation knowledge and/or competencies, Curriculum for each track, if more than one track results from the reorganization
- Standard 7: Adequacy of faculty and preceptors
- Standard 9: Information to Prospective Students and the Public—Draft program information for current and prospective students regarding changes
- Implementation timeline and program management

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## Substantive Change Guidelines

Program Mergers  
Effective July 1, 2020



### Review Process

- Board approval of the Reorganization Plan and Eligibility Application based on review by an ACEND Board Program Representative and 1 Program Reviewer in order to allow the continued enrollment of students.
- Note: The reorganized program must have a comprehensive on-site evaluation visit after two classes have graduated from the reorganized program, typically within four years. The Board will determine the timeframe for the site visit at the time the reorganization is approved.

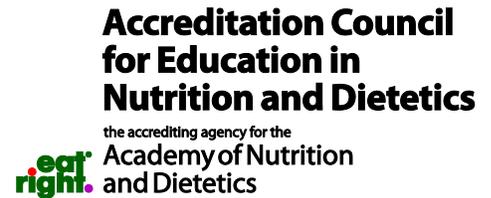
### Final Approval

- ACEND Board

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## Substantive Change Guidelines

Reorganization of a Program into a Consortium  
Effective July 1, 2020



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### Reorganization of Programs into a Consortium

Programs under the 2017 Accreditation Standards must submit a substantive change request when they intend to reorganize two or more existing accredited programs into a consortium. A consortium is defined as two or more independent institutions or organizations or two or more existing accredited programs combining to sponsor a nutrition-and-dietetics education program. Please keep the following in mind when planning a consortium:

- Programs must be accredited in good standing with ACEND. Requests for a reorganization will not be considered for programs on a shorted accreditation term or probation.
- The status and impact of the change on students who were enrolled prior to the reorganization into a consortium must be clearly outlined and announced
- The consortium members will retain their identity and be listed individually as sites.
- A plan for reorganization and an Eligibility Application must be submitted to ACEND for review and approval in advance of implementing the merger and accepting new students.
- Upon approval of the plan and Eligibility Application, the new program must submit a comprehensive self-study report for accreditation and schedule an on-site evaluation after two classes have graduated, typically within four years.
- Each member of a program designated as a consortium pays a separate annual fee.

### Information Required by ACEND

Plan for reorganization with proposed implementation timeline. Using the Eligibility Application template, provide narrative and documentation that addresses the following:

- Signature Pages
- Standard 1: Program Characteristics and Resources
- Standard 2: Consortia
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives
- Standard 5: Curriculum and Learning Activities—Ability to achieve foundation knowledge and/or competencies, Curriculum for each track, if more than one track
- Standard 7: Adequacy of faculty and preceptors
- Standard 9: Information to Prospective Students and the Public—Draft program information for current and prospective students regarding the changes
- Implementation timeline and program management

### Review Process

- Board approval of the Reorganization Plan and Eligibility Application based on review by an ACEND Board Program Representative and 1 Program Reviewer in order to allow the continued enrollment of students. Note: The reorganized program must have a comprehensive on-site evaluation visit after two classes have graduated from the reorganized program, typically within four years. The Board will determine the timeframe for the site visit at the time the reorganization is approved.

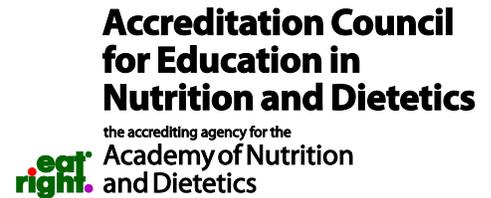
### Final Approval

- ACEND Board

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## Substantive Change Guidelines

Change in legal status, form of control or ownership of the organization sponsoring the program  
Effective July 1, 2020



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## Transfer of Sponsorship or Acquisition of Another Program

Programs must submit a substantive change request when they intend to make a change in the legal status, form of control or ownership of the organization sponsoring the program or wish to acquire another ACEND accredited program

- Sponsorship of an accredited program may be transferred to another institution.
- If the change requires approval of an institutional accreditor or other entity, evidence that the change has been approved must be provided.
- A plan for reorganization or transfer must be submitted to ACEND for review and approval in advance of approval of the transfer and acceptance of new students.
- Payment of a fee must be submitted with the transfer plan and Eligibility Application. Current fees can be found in the ACEND fee schedule.
- A change in ownership of a free-standing dietetic internship using ACEND accreditation to obtain Title IV funds requires that a site visit occurs no later than six months after the change of ownership.
- At its discretion, the ACEND board may require a focused site visit to any other program that submits a request for change in legal status, form of control or ownership.

## Information Required by ACEND

Plan for reorganization with proposed implementation timeline. Using the Eligibility Application template, provide narrative and documentation that addresses the following:

- Signature Pages
- Standard 1: Program Characteristics and Resources
- Standard 2: Consortia, if applicable
- Standard 3: Program Mission, Goals and Objectives—How the change fits with the program mission, goals and objectives
- Standard 5: Curriculum and Learning Activities—Curriculum and ability to achieve foundation knowledge and/or competencies
- Standard 7: Adequacy of faculty and preceptors
- Standard 9: Information to Prospective Students and the Public—Draft program information for current and prospective students regarding changes
- Implementation timeline and program management

## Review Process

- Board approval of the Plan and Eligibility Application based on review by an ACEND Board Representative or Representative-Elect and 1 Program Reviewer in order to allow the continued enrollment of students
- Site visit within six months for DI eligible for Title IV funds; Site visit may be required for all other program types

## Final Approval

- ACEND Board

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## Substantive Change Guidelines

Admission Hold Status

Effective July 1, 2020

## Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics

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### Change to Admission Hold Status

Programs must submit a substantive change request when they intend to stop the admission of students/interns for up to two academic/program years. Students/interns who are currently enrolled in the program must be allowed to continue the program without interruption. During an admission hold, programs must continue to submit documents and pay fees that are due during that time unless otherwise directed by the ACEND Board. Ordinarily, programs in Candidate Status are not eligible to request an admission hold.

### Information Required by ACEND

Request for an admission hold must be submitted on the Admission Hold Request template and include:

- Reason(s) why the program will not be admitting students/interns
- Effective date and length of time that the program will not be admitting students/interns
- Number of students/interns currently enrolled in the program
- Description of plans to ensure all currently enrolled students/interns will be provided the opportunity to complete program requirements as planned.
- List of courses/rotations/ (dietetics and non-dietetics) that each enrolled student/intern must complete for graduation/program completion and date of expected completion
- General description of resources (faculty/preceptors, advising, physical facilities, etc.) that will be available to enrolled students/interns
- Plans to maintain program management activities including data collection for the Program Evaluation Plan and Student Learning Outcomes Assessment Plan and maintenance/updates to program information to the public and policies and procedures
- Draft website information that includes program's admission hold status.

### Notes

- Programs are not granted an admission hold for more than two academic/program years
- Programs must submit a substantive change to either resume admission activity or if they are unable to resume active admissions after two years the program would need to submit a closing plan to voluntarily withdraw from ACEND accreditation
- No new students/interns may be accepted or admitted to a program on an admission hold until ACEND Board approval to resume admissions. A request to resume admissions must be submitted no later than six months before the program wants to accept students again (typically fall for spring acceptance to begin the program the following fall).

### Review Process

- ACEND Staff for requests of up to one academic/program year
- ACEND Board Member (Program Representative) for requests for two academic/program years (programs cannot be on an admission hold longer than two academic/program years)

### Final Approval

- Senior staff for requests of up to one academic/program year
- ACEND Board for requests for greater than one year, but no more than two academic/program years

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## Substantive Change Guidelines

Resume Active Admissions

Effective July 1, 2020

## Accreditation Council for Education in Nutrition and Dietetics

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### Change to Active Admission Status

Programs must submit a substantive change request when they intend to resume normal admissions after having been on an admission hold. This request must be provided to ACEND for approval prior to accepting any new students after an admission hold. A request to resume admissions must be submitted no later than six months before the program wants to accept students again (typically fall for spring acceptance to begin the program the following fall).

### Information Required by ACEND

Request to resume active accreditation status must include:

- Reason(s) for resuming the program activities
- If original admission hold request was related to a substantive program change, documentation of compliance with the accreditation standards must be provided. Refer to the specific substantive change guidelines in this document for information on what must be provided.
- Effective date program will begin admitting students/interns
- Number of students/interns to be enrolled
- General description of resources (faculty/preceptors, advising, physical facilities, etc.) that will be available to enrolled students/interns
- How prospective and enrolled students/interns will be informed that the program is resuming active status.

### Review Process

- ACEND staff will review the program if it has been on an admission hold for one academic/program year or less
- ACEND Past-Chair or Vice Chair will review the program request if it has been on an admission hold for more than one academic/program year.

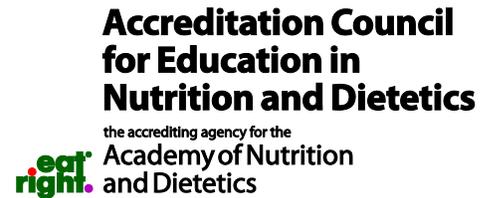
### Final Approval

- ACEND Board for admission hold greater than one program/academic year
- Focused site visit may be required
- No new students/interns may be accepted or admitted into the program on an admission hold until ACEND Board approval to resume admissions.

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## Substantive Change Guidelines

Voluntary Closing or Withdrawal from Accreditation  
Effective July 1, 2020



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### Voluntary Closing or Withdrawal from Accreditation

Programs must submit a substantive change request when they intend to voluntarily close or withdraw from accreditation and must make provisions to assure that all currently enrolled students/interns have the ability to complete their education. In accordance with ACEND policies, the program will be required to maintain its regular review cycle during the phase out. When an application for reaccreditation is due prior to the voluntary closing, a Progress Report may be submitted in lieu of a self-study report and site visit provided that the program is phased out within four years of notifying ACEND.

**Consortia (2017 Standards):** In the event that a program decides to dissolve a consortium arrangement and one or more members of a consortium intends to continue as a single dietetics education program, they must:

- Describe the status and impact of the change on students who were enrolled prior to the dissolution must be clearly outlined and announced.
- Submit a teach-out plan for students enrolled at the consortium location that is closing.

### Information Required by ACEND

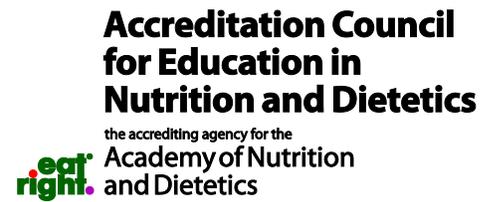
The program must meet the requirements for program closure as described in the *ACEND Policy & Procedure Manual* section on Substantive Program Changes. The program must provide the following narrative and documentation about the closure using the Teach-Out Plan template.

- Date the program will close based on the information below
- Information on why the program is closing or withdrawing from accreditation
- Explanation of the adequacy of program resources (faculty/preceptors, advising, physical facilities, etc.) that are available to enrolled students/interns and discussion of resources that have been or will be impacted by the program closure, if any.
- List of students/interns currently enrolled in the program
- List of courses/rotations (dietetics and non-dietetics) that each enrolled student/intern must complete for graduation/program completion and date of expected completion
- Whether the teach-out plan results in additional fees to students, and if so, how students will be notified of the fees.
- How prospective and enrolled students/interns will be informed of the program's closing and any implications (including but not limited to, those pertaining to students/interns' prospects for employment, eligibility to sit for qualifying exams or qualify for internships) of the closure.
- Efforts the program will make to ensure current and prospective students/interns receive and acknowledge receipt of this information.
- How program stakeholders, including faculty, preceptors, academic advisors (including advisors of transfer students/interns), affiliated community colleges (including those with articulation agreements) and advisory board, as applicable will be informed as soon as practicable of the program's closure and its implications for the stakeholders.
- The names of other similar programs that could potentially enter into a teach-out agreement, if needed.
- A program sponsored by a US regional accreditor must provide evidence that it meets the requirements for teach-out agreements in effect for the sponsoring institution.

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## Substantive Change Guidelines

Voluntary Closing or Withdrawal from Accreditation  
Effective July 1, 2020



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### Review Process

- ACEND Board Program Representative

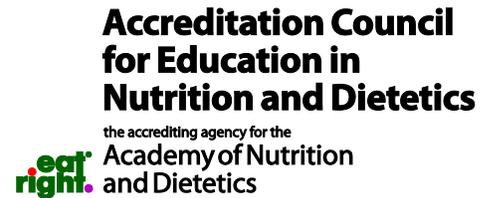
### Final Approval

- ACEND Board

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## Substantive Change Guidelines

Contracting with Non-Accredited Organizations  
Effective July 2020



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### Contracting with Non-Accredited Organizations – Dietetic Internships Only

According to U.S. Department of Education regulations, a free-standing program (Dietetic Internship) that is eligible to seek Title IV, HEA programs through ACEND accreditation must submit a substantive change request before it enters into a written agreement with another institution or organization that is not certified to participate in Title IV, HEA programs to offer more than 25 percent and up to 50% of the educational program. For example, a non-accredited organization such as a food-service management company could be contracted by the institution sponsoring a Dietetic Internship to teach activities in the program.

#### Information Required by ACEND

Narrative and documentation of how the proposed change affects compliance with:

- How the change fits with the program's mission and goals
- Ability to achieve foundation knowledge, skills and/or competencies
- Implementation timeline and program management; and adequacy of resources to support the change
- Impact on students and if necessary, draft program information for current and prospective students regarding the changes

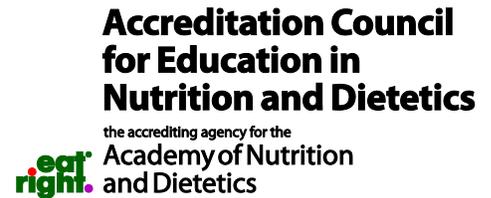
#### Review and Final Approval

- ACEND Senior Staff
- Staff make a final decision within 90 days of the receipt of a complete request, unless the staff determine sufficient circumstances related to the change require a review by the ACEND Board to occur within 90 days.

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## Substantive Change Guidelines

Addition of an Individualized Supervised Practice Pathway (ISPP)  
Effective July 1, 2020



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### Addition of the Individualized Supervised Practice Pathway (ISPP)

Programs must submit a substantive change request when they intend to add the ISPP to their already accredited program. ACEND® accredited programs that have a pass rate at or above 80%, are fully accredited, not on probation can add an ISPP and are not a FEM Demonstration Program.

### Information Required by ACEND

Program must provide a narrative describing the following:

- Pathway entry: What type of individuals are eligible to apply for this ISPP? Indicate graduates with a DPD verification statement, graduates with a doctoral degree, or both.
- Pathway locations: Will the ISPP be remote (10% or more of the supervised practice hours are  $\geq$ 100 miles from the sponsoring organization), local, or both?
- Preceptor Recruitment: Indicate who recruits preceptors for the program: program director/faculty, interns, or both.
- Degrees or Certificates Awarded: Aside from a Supervised Practice Verification Statement, indicate what graduates will receive upon successful completion of the ISPP, if applicable: Master's Degree or Doctoral Degree.

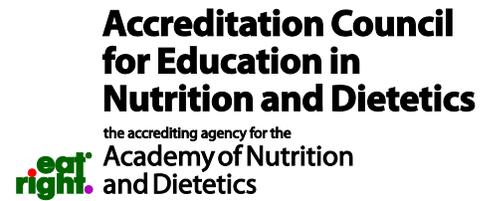
Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3.b – The program must report its maximum enrollment to ensure quality, viability and appropriate use of resources. The program must state the proposed maximum enrollment of the ISPP.
- Standard 1, Required Element 1.5 – The program director must have the authority, responsibility and sufficient time allocated to manage the program. The program must describe the adequacy of the time allocated relative to meeting program needs.
- Standard 1, Required Element 1.6.a – The program must specify ISPP length (in months). The program must document that interns complete at least 1200 hours of supervised practice experiences. The program must document the planned hours in professional settings, simulation, case studies and role playing on the *Planned Supervised Practice Hours* Template.
- Standard 5: Curriculum and Learning Activities – The program must state any concentration areas with the accompanying competency statements that are specific to students in the ISPP. The program must provide a curriculum map which identifies supervised practice experiences that are sequentially and logistically organized for the ISPP. The program must provide rotations descriptions that include required learning activities and associated competencies.
- Standard 8 – Supervised Practice/Experiential Learning Sites--The program must address all of RE 8.1.
- Standard 9: Information to Prospective Students and the Public – The program must provide a completed *Information to Prospective Student and the Public* Template in relation to information about the ISPP and a draft copy of any information to be provided to prospective students and the public about the ISPP.
- Standard 10: Policies and Procedures – The program must provide a completed *Policy and Procedure Checklist* Template and a copy of any program materials that contain ISPP-specific policies and procedures.

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## Substantive Change Guidelines

Addition of an Individualized Supervised Practice Pathway (ISPP)  
Effective July 1, 2020



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### Notes

- Programs must track the ISPP interns separately for program assessment and learning assessment objectives.
- The ISPP is a pathway within an ACEND accredited program so a distinct mission and goals are not needed; however, the program must incorporate the pathway into the program's mission and goals.
- Programs with branch campuses or that offer both a distance and onsite track should request a second program code from CDR to track pass rate for a distance track or satellite campus.

### Review Process

- ACEND Staff

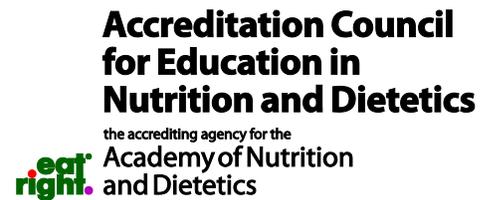
### Final Approval

- ACEND Vice Chair or Past Chair

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## Substantive Change Guidelines

Other Curriculum Changes That Must be Reported to ACEND  
Effective July 1, 2020



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## Other Curriculum Changes that Must Be Reported to ACEND

Programs on probation or those that have been subject to a negative action within the past three years must submit the following curriculum changes for approval by the ACEND Board prior to implementation using the major program change submission process.

Programs in good standing do not need to submit a substantive program change request for these changes, however, they must report the changes to ACEND within 30 days of the change. An email briefly describing the change must be sent to [acendreports@eatright.org](mailto:acendreports@eatright.org). ACEND may request additional information, if necessary.

- A change in an existing program's method of delivery, not described previously in this document.
- An aggregate change of 25 percent or more of the curriculum content (curriculum, learning objectives, competencies, number of credits required or required clinical experiences) of the program since the last accreditation review. (Note: any substantial credit or clock hour increase must be submitted as a substantive program change as described in page 10 in the document.)
- Development of customized pathways or abbreviated or modified courses to:
  - a. Accommodate and recognize a student's existing knowledge, such as that obtained through employment or military service) such as through a new assessment of prior learning policy.
  - b. Close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or the program (e.g, a streamlined curriculum to address career changers).

### Information Required by ACEND

- Standard 5: Curriculum and Learning Activities—Narrative and documentation demonstrating required components are covered, curriculum map, rotation schedule, progression of learning and learning activities
- Standard 6, Required Element 6.1: Student Learning Outcomes Assessment Plan—addition of concentration competencies and student learning objectives
- Standard 7: Faculty and Preceptors—The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of the required learning activities
- Standard 9: Information to Prospective Students and the Public—changes to admission or completion requirements
- Standard 10: Policies and Procedures—Policies and procedures for enrolled students specific to program admission and completion requirements or any other policy changes due to change in curriculum

### Review Process for Programs on Probation

- ACEND Board Program Representative

### Final Approval

- ACEND Board

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## Substantive Change Guidelines

Adding a Preselect option to a Dietetic Internship

Effective July 1, 2020

## Accreditation Council for Education in Nutrition and Dietetics

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### Adding a Pre-select Option (There is no charge to add a pre-select option.)

Dietetic Internships may apply for participation in the preselect process if one of the following situations exists:

1. The program is a non-degree granting Dietetic Internship, sponsored by a university with graduate programs and wishes to grant early admission to students already enrolled in the graduate programs. Remaining positions would be filled through computer matching. This option does not apply to DI/master's programs (DIs that are combined with a graduate degree and require completion of the graduate degree).
2. The program admits graduates with degrees from programs at the same institution and wishes to grant early admission to those applicants. Applicants not selected may apply to other programs through computer matching.
3. The program admits employees of the sponsoring organization but wishes to also fill some positions through computer matching.
4. An institution that sponsors a Dietetic Internship but not both Dietetic Internship and a Didactic Program in Dietetics may grant early admission to applicants from Didactic Programs. This option requires that the Dietetic Internship and Didactic Program(s) establish an affiliation agreement(s) that does not include a provision for financial compensation for the internship positions used to place students in the preselect process. Didactic program applicants not placed during the preselect process may apply to other internship programs through computer matching.
5. The program has the ability to award financial aid, such as graduate assistantships or scholarships. The DI program must select applicants for this aid prior to the computer match withdrawal deadline date.

Programs who wish to participate in the preselect process must identify the number of positions to be filled early through the preselect process. The remaining positions will be filled through the computer matching process. Applicants for the preselect positions must be notified of their acceptance/rejection by established deadlines. In addition, these programs will need to e-mail D&D Digital ([dnd@sigler.com](mailto:dnd@sigler.com)) the preselected individuals' names with their email addresses by the established deadline dates. With this information, D&D Digital will be able to ensure that these students are not participating in the computer match. All program materials will need to clearly describe the preselect process and state the number of positions preselected so that applicants will be prepared to participate in the computer match process if necessary. February 1 and September 1 have been established as the preselect deadlines for the April and November computer match respectively.

### Information Required by ACEND for Addition of Pre-select Option (DI programs only)

Documentation on how the program meets the requirements as described below:

1. Maximum number of interns currently accredited to accept
2. Number of interns to be preselected
3. Number of positions to be filled through computer matching
4. Draft of recruitment materials describing this new information
5. Copy of the signed affiliation agreement between the DI(s) and DPD if applying for the pre-selection process under category #4 described in the Preselect Guidelines on the ACEND Website under "Dietetic Internship Match for Directors"

### Review and Final Approval

- ACEND Staff