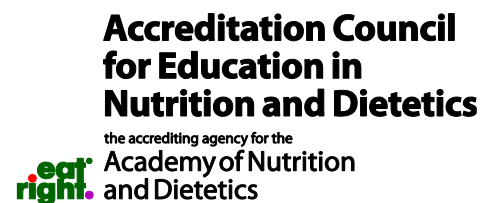


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## Guidelines for Requesting Substantive Changes 2022 and Future Education Model ACEND Accreditation Standards

Overview and General Directions for All Program Types  
Effective February 1, 2024



V6

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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.

- These guidelines are applicable for all program types following the 2022 ACEND Accreditation Standards (CP, DI, DPD, DT, FDE) and the Future Education Model Standards (GP).
  - Any changes that are only applicable to a certain set of standards are noted in the headers of the specific substantive change.
- **Candidacy Programs:** Substantive program changes (other than Program Director changes, changes in Administrative Structure or the addition of a graduate degree) 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. The substantive change(s) is also reviewed in the context of the entire program and the program’s achievement of its goals and objectives.
- 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.

### Requirements for Submitting Substantive Changes and Timeline

1. Substantive Program Change Cover Page template briefly describing the request. The template is located on the [ACEND Portal](#), on the home page under the link “Download Substantive Change Cover Page”. When the program downloads this page, there will be instructions about how to upload the complete document in order to submit to ACEND.
2. Some substantive changes require templates or forms which are located on the ACEND website: [ACEND Policies & Procedures](#), [2022 Standards Templates](#) and [FEM Standards Templates](#)
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. Refer to the Guidance

Information Document for a description of the narrative and ACEND required templates that should be provided to address specific standards.

6. For those changes that require an ACEND Board approval, view the ACEND decision calendars to determine which meeting the change will be reviewed: [ACEND Decision Calendars](#). Changes that require ACEND staff approval must be submitted eight-ten weeks prior to implementation.

**To Submit the Substantive Change: Upload one (1) searchable PDF document formatted using the Adobe bookmark feature to the [DocuWare report submission form](#). Upload instructions are located within the Substantive Program Change Cover Page document located on the [ACEND Portal](#).**

#### **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 **according to the timeline in the [ACEND Decision Calendars](#)** based on the information provided in the self-study report and during the site visit. The accreditation letter will include a decision regarding the substantive change.

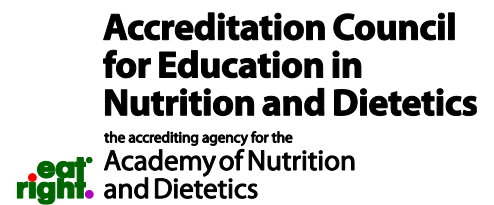
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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Program Director Appointment  
Effective November 15, 2021



### **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.

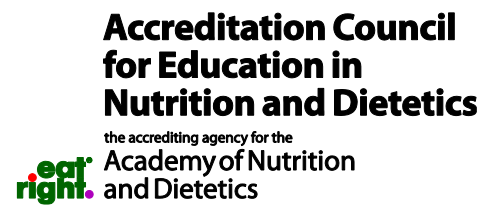
### **Review and Final Approval**

- ACEND Staff

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Change to Program Mission or Objectives  
Effective November 15, 2021



**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 2, Required Element 2.1: Program Mission, Goals, Objectives and Program Evaluation and Improvement--A revised On-going Program Evaluation Plan with updated mission, goals and objectives
- Standard 7, Required Element 7.3: Information to Prospective Students and the Public--Draft website with revised mission, goals and objectives

**Review Process**

- ACEND Staff

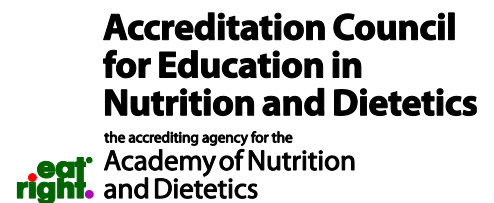
**Final Approval**

- ACEND Board

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Add Distance Education, Additional Location or Branch Campus  
Effective February 13, 2023



**Distance Education, Additional Location or Branch Campus**

Programs must submit a substantive change request for the following:

- (a) adds distance education delivery in the professional curriculum or supervised practice/experiential learning or enrolls students/interns who will be instructed through distance education (Note: this applies to any student/intern or individual course, including courses that are hybrid (contain face-to-face interaction plus an online component, orientation or scheduled virtual interactions), or a portion of the program; or
- (b) expands or adds one or more branch campuses to an existing campus-based model, regardless of the mode of education delivery; or
- (c) adds one or more additional locations to an existing program where the institution offers 50% or more of the program. (Note: Supervised practice sites are not considered to be “additional locations” under this definition.)

**Refer to ACEND P&P Manual, Substantive Program Change section (Sec 4.3) for detailed information about requirements for distance education, an additional location or a branch campus; especially if the program has received previous approval to operate on an additional location or branch campus.**

**Distance Education:** Distance education is defined as the delivery of instruction, which includes any didactic courses in the professional curriculum and supervised practice/experiential learning where students/interns are separated from instructors and/or program directors. The program must use 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:

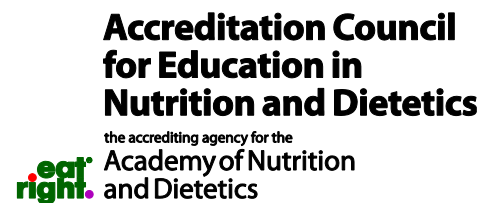
- 1 The internet;
- 2 Audio conferencing and/or Audio-Visual conferencing;
- 3 Web-based management system/software; or
- 4 DVDs, CD-ROMs, or other technology, if these are used in a course in conjunction with any of the technologies listed above.

Regular and substantive interaction is engaging students/interns on a regular basis in teaching, learning and assessment, consistent with the content under discussion, and includes at least two of the following: providing direct instruction; assessing or providing feedback on a student's/intern's coursework; providing information or responding to questions about the content of a course or competency; facilitating a group discussion regarding the content of a course or competency; or other instructional activities approved by ACEND. A regular and substantive interaction between the student and the program director/instructor must be reasonably frequent and consistent (at least once per

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Add Distance Education, Additional Location or Branch Campus  
Effective February 13, 2023



week; may include advising), primarily initiated by the program director/instructor, related to the dietetic program/course, and provide useful/meaningful information to the student/intern.

A program ensures regular interaction between a student/intern and an instructor or instructors by, prior to the student's/intern's completion of a course or competency, providing the opportunity for substantive interactions with the student/intern on a predictable and regular basis commensurate with the length of time and the amount of content in the course or competency; and monitoring the student's/intern's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student/intern.

Note that using a Learning Management System (LMS) or other online technologies in an **in-person** course does not constitute distance education. Examples of distance education instruction include: two hours of a three-credit course are taught in person and one hour is taught virtually where the student and instructor are separated by physical distance; one lecture is designed to be completed online in an otherwise in person course; holding orientation for a dietetic internship virtually; modules or case studies to be completed and discussed virtually.

After a program has been approved to offer distance education, it may offer distance education courses and experiences without further approval from ACEND – unless and until the program goes above 50% of distance education delivery. Exceeding the 50% threshold for distance education triggers the requirement for an additional substantive change and review by ACEND.

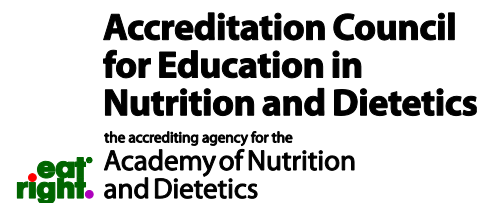
**Branch Campus:** A branch campus is a site that is independent of the main campus and meets all the following conditions:

- 1 It is permanent in nature.
- 2 Both faculty and students in the accredited program are located at the branch campus.
- 3 It has its own faculty and administrative or supervisory organization.
- 4 It has its own budgeting and hiring authority.
- 5 The curriculum offered allows students to meet the same program and degree completion requirements of the ACEND accredited program on the primary campus.
- 6 The degree is granted by the higher education institution that offers the degree in the primary accredited program.

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Add Distance Education, Additional Location or Branch Campus  
Effective February 13, 2023



A branch campus focused site visit is conducted for each of the first three active branch campuses that offer the program. The site visit is meant to confirm the accuracy of the information provided to ACEND concerning the quality and oversight of the program at the branch campus.

**Additional Location:**

A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to complete 50% or more of the program at that location. An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus. An additional location is a bricks and mortar facility, physical location, or any other appropriate type of facility where instruction can take place as long as the 50% rule applies (a student may complete at least 50% of a credit-bearing or Title IV eligible educational program at the location). This definition includes a location where students would gather for instruction delivered synchronously via streaming media or video conferencing as long as the 50% rule applies. ACEND's requirements do not include locations where only supervised practice, experiential learning, internships, or residency requirements take place; however, it would include these facilities or locations when 50% or more of the program, including both coursework and supervised practice/experiential learning (SP/SEL), is offered there (See examples below). There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location.

**Examples:**

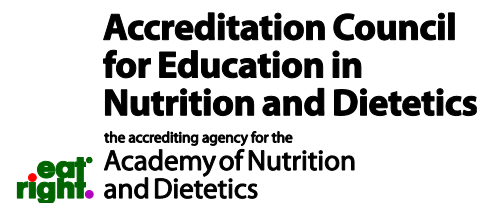
- A program with 50 credits and 1,000 hours of supervised practice offers 20 credits and 800 hours of SP/SEL at the main campus and 30 credits and 100 SP/SEL hours at an offsite facility. This latter facility would be considered an additional location because more than 50% of the credits are completed at the additional location.
- A program with 50 credits and 1,000 hours of supervised practice offers 30 credits and 200 hours of SP/SEL at the main campus and 20 credits and 800 SP/SEL hours at an offsite facility. This latter facility would be considered an additional location because more than 50% of the program, combining credits and SP/SEL, are completed at the additional location.
- A program with 50 credits and 1,000 hours of supervised practice offers 40 credits and 800 hours of SP/SEL at the main campus and 10 credits and 300 SP/SEL hours at an offsite facility. This latter facility would not be considered an additional location because less than 50% of the program in total is at the additional location.
- A graduate CP with 50 credits and 1,000 hours of SP. The students complete all the credits at the main campus, but the SP hours are completed in various SP sites or at one single hospital off-campus. These sites are not considered additional locations.



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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Add Distance Education, Additional Location or Branch Campus  
Effective February 13, 2023



ACEND requires a separate substantive change request for each new additional location established that offers the program. An additional location focused site visit is conducted for each of the first three active branch campuses that offer the program. The site visit is meant to confirm the accuracy of the information provided to ACEND concerning the quality and oversight of the program at the additional location. An additional location focused site visit is also conducted, within six months, if the institution:

1. Has not demonstrated that the additional location is meeting the standards that apply to that additional location; or
2. Has been placed on probation by ACEND or is subject to some limitation on its accreditation or preaccreditation status with ACEND; or
3. Has experienced rapid growth in the number of additional locations to ensure education quality is maintained.

**Information Required by ACEND**

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

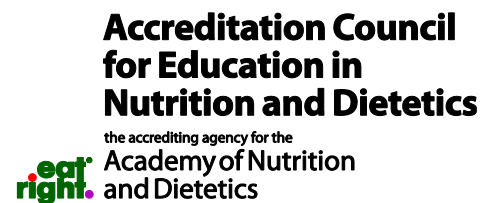
- Standard 1, Required Element 1.3: Resources
- Standard 1, Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 2, Required Element 2.1: Program Mission, Goals, Objectives and Program Evaluation and Improvement
- Standard 3: Curriculum and Learning Activities
- Standard 4, Required Element 4.1: Core Competency/Knowledge Assessment Table
- Standard 4, Required Element 4.3.c: Information regarding comparability of educational experiences
- Standard 5: Faculty and Preceptors
- Standard 6: Supervised Practice/Experiential Learning Sites
- Standard 7: Information to Prospective Students and the Public—Draft of information to the public about the change requested including any costs associated with the verification of student identity and guidance about distance education including identification of supervised practice sites if applicable.
- Standard 8: Policies and Procedures for Enrolled Students/Interns—Any changes to policies and procedures due to the addition of distance education, branch campus and/or additional location 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:**

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Add Distance Education, Additional Location or Branch Campus  
Effective February 13, 2023



- 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 three branch campuses or additional locations do not need to apply for approval for an additional branch campus or additional location as long as the program has provided evidence of a satisfactory system to ensure quality across the locations and/or branches. Any additional branch campus or additional location 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, location of the new branch campus or additional location and link to program's website where information about the branch campus location of the program or additional location can be found. ACEND may request additional information, if necessary.
- If the program wishes, programs with branch campuses, additional locations, or that offer both a distance and onsite option may request a second program code from CDR to track pass rate for a distance campus. However, this is not required.

**Review Process**

Document review by:

- Lead Program Reviewer

For the first three branch campus and/or additional locations, site visit or similar review:

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

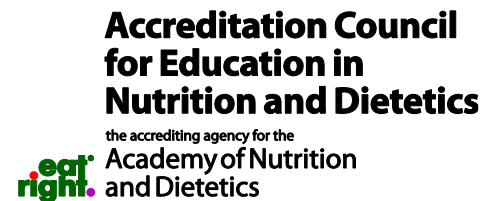
**Final Approval**

- ACEND Board

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Changes to Student Identified Supervised Practice Rotations  
Effective June 30, 2023



**Changes to Student Identified Supervised Practice/Experiential Learning Rotations**

A program change is required when a student/intern is required to find their own supervised practice/experiential learning for  $\geq 10\%$  of supervised practice/experiential learning hours, regardless of whether the sites are local or distance.

It is expected that students/interns are practicing under the supervision of a preceptor in the location that they are completing supervised practice/experiential learning.

**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 2, Required Element 2.1: Program Mission, Goals, Objectives, and Program Evaluation and Improvement
- Standard 4, Required Element 4.3.c: Student Learning/Competency Assessment and Curriculum Improvement--Information regarding comparability of educational experiences
- Standard 5: Faculty and Preceptors
- Standard 6: Supervised Practice/Experiential Learning Sites
- Standard 7: Information to Prospective Students and the Public—Draft of materials addressing requirements for practice sites if students/interns locate their own
- Standard 8: Policies and Procedures for Enrolled Students/Interns--The program must update policies and procedures to reflect the change.

**Review and Final Approval**

- ACEND Senior Staff

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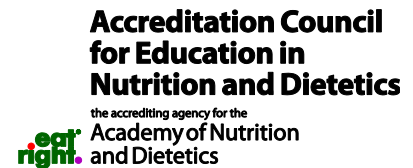
## Substantive Change Guidelines

### 2022 ACEND Accreditation Standards (Not applicable to FEM Standards)

Change or Add Degree Requirements

Effective February 13, 2023

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#### Change or Add Degree Requirements

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 (e.g., BS/CP moving to an MS/CP)
- Add a graduate degree to a program accredited as a non-degree option
- Delete a graduate degree requirement from a program accredited at the graduate level

#### Information Required by ACEND for the Addition of a Graduate Degree

- ACEND has developed a Compliance with Required Element 1.4-Program Completion Requirements Template located on the [ACEND website](#) to use when requesting to add a graduate degree. For programs already approved to offer a graduate degree but plan to add an additional graduate degree option, please contact your ACEND manager.

#### Information Required by ACEND for the Deletion of a Degree

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 and discuss any changes to the maximum enrollment, if applicable.
- Standard 1, Required Element 1.4: Program Completion Requirements; Required Element 1.5: Program Director Responsibilities and Qualifications; Required Element 1.6: Program Length
- Standard 2, Required Element 2.1: Program Mission, Goals, Objectives and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives based on the assessment process.
- Standard 3: Curriculum and Learning Activities
- Standard 4, Required Element 4.1: Core Competency Assessment Table (For DPD: Core Knowledge Assessment Table)
- Standard 5: Faculty and Preceptors
- Standard 7: Information to Prospective Students and the Public
- Standard 8: Policies and Procedures for Enrolled Students/Interns—The program must update policies and procedures to reflect the change.

#### Review Process\*

- Lead Program Reviewer

#### Final Approval

- ACEND Board

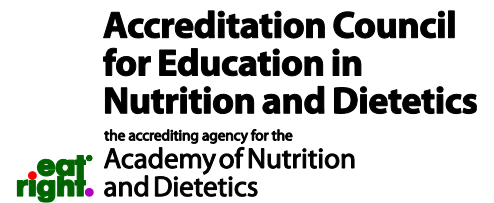
\*ACEND staff review those changes submitted by DI programs completing only section 1 of the Graduate Degree Completion Template

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Changes to Clock or Credit Hours and Measures of Student Progress  
Effective November 15, 2021



**Changes to Clock or Credit Hours and Measures of Student Progress**

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

- Change the way they measure student progress, including changes in semesters, trimesters or quarters, or use time-based or non-time-based methods.
- Change from clock hours to credit hours or vice versa
- Substantially increase (10% or more in professional courses only) 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 2, Required Element 2.1c: Program Completion Objective if program length changes
- Standard 3, Required Element 3.2: Curricular Mapping (2022 Standards)
- Standard 3, Required Element 3.1: Curricular Mapping (FEM Standards)
- Standard 4, Required Element 4.1: Core Competency Assessment Table (For DPD: Core Knowledge Assessment Table; For FEM: GP Competency Table)
- Standard 7: Information to Prospective Students and the Public—Draft of program information for prospective students to reflect the change.
- Standard 8: Policies and Procedures for Enrolled Students/Interns—The program must update policies and procedures to reflect the change.

**Review and Final Approval**

- ACEND Senior Staff

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### **Enrollment Monitoring for ACEND-accredited Programs**

Each ACEND accredited program must establish an enrollment maximum, considering 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.

Significant growth in program enrollment is defined as an increase in headcount enrollment by 50% or more within 1 year and may cause the ACEND Board to decide that a comprehensive site visit is required (ACEND Policy and Procedures Manual Section 4.3.A.5, pages 69-70). ACEND must notify USDE within 30 days when any program offering distance education increases headcount enrollment by 50% or more within 1 year.

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**

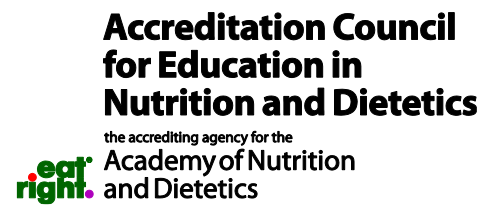
Narrative and documentation of how the proposed change affects compliance with:

- 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.

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Enrollment Monitoring  
Effective February 13, 2023



- Standard 1, Required Element 1.5: Responsibilities of the Program Director—Describe the adequacy of the time allocated relative to meeting program needs.
- Standard 3, Required Element 3.2: Curricular Mapping—Rotation schedule and progression of learning (2022 Standards)
- Standard 3, Required Element 3.1: Curricular Mapping—Curriculum map and progression of learning (FEM Standards)
- Standard 5: 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 7: Information to Prospective Students and the Public—Draft program information for prospective students and public regarding changes.

**Review and Final Approval**

- ACEND Senior Staff
- For programs requesting significant growth in program enrollment, final approval by ACEND Board is required.

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## Substantive Change Guidelines

### 2022 and Future Education Model ACEND Accreditation Standards

Addition of International Supervised Practice/Experiential Learning Rotations

Effective November 15, 2021

## Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics

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### Addition of International Supervised Practice/Experiential Learning Rotations

Programs under the 2022 and Future Education Model Accreditation Standards that intend to provide supervised practice experiences/supervised experiential learning 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 1000 hours, of which 700 must take place in the United States, its territories, possessions or military bases. Supervised practice outside the core 350- and 700-hour requirements may take place in other countries. (Note: The FEM Standards do not require that 700 hours be completed within the U.S.; the program will determine its number of international hours and its rationale for the number of hours. The Board may choose to request a decrease in the proposed number of international hours.)

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 1, Required Element 1.6: Program Length—Discuss any change that the addition of international supervised practice has on the total hours.
- Standard 2, Required Element 2.1: Program Mission, Goals, Objectives, and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives based on the assessment process
- Standard 3, Required Element 3.1 (FEM) 3.2 (2022): Curricular Mapping— Curriculum Map and Rotation schedule demonstrating progression of learning; and ability to achieve the competencies in the international rotation
- Standard 4, Required Element 4.1: Core Competency Assessment (For FEM: GP Competency Table)
- Standard 5: 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/SEL.



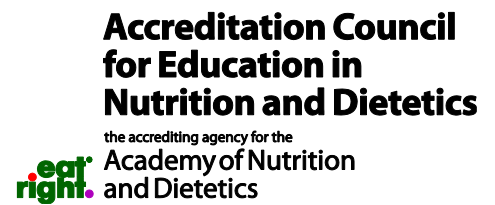
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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Addition of International Supervised Practice/Experiential Learning  
Rotations

Effective November 15, 2021

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- Standard 6: Supervised Practice/Experiential Learning Sites—Selection of facilities for international rotations/SEL
- Standard 7: Information to Prospective Students and the Public
- Standard 8: Policies and Procedures for Enrolled Students—Policies related to international experience

**Review and Final Approval**

- ACEND Senior Staff

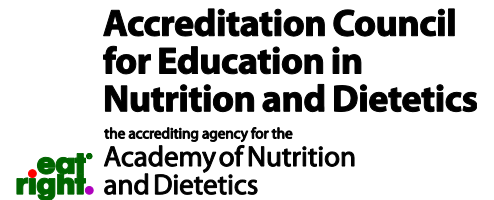
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## Substantive Change Guidelines

2022 and Future Education Model ACEND Accreditation Standards

Change in Administrative Structure

Effective November 15, 2021



### 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: Organizational chart that shows the location of the program
- 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 2, Required Element 2.1: Program Mission, Goals, Objectives and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives based on the assessment process
- Standard 7: Information to Prospective Students and the Public—Draft program information for prospective students regarding the changes

### Review and Final Approval

- ACEND Senior Staff

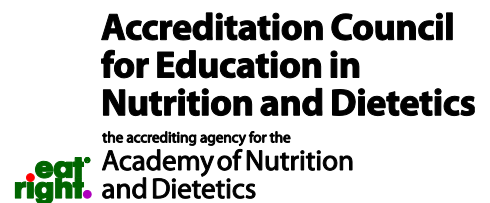
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## Substantive Change Guidelines

### 2022 ACEND Accreditation Standards (Does not apply to FEM Standards)

Reorganization of Existing Program

Effective November 15, 2021



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### Reorganization of an Existing ACEND Accredited Program – 2022 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 2022 Standards considering reorganizing into a FEM demonstration program should refer to the Demonstration Program 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 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, Required Element 2.1: Program Mission, Goals, Objectives, and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives
- Standard 3: Curriculum and Learning Activities—Ability to achieve foundation knowledge and/or competencies

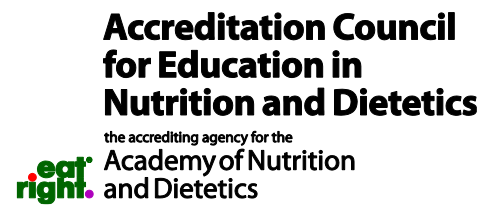
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## Substantive Change Guidelines

### 2022 ACEND Accreditation Standards (Does not apply to FEM Standards)

Reorganization of an Existing Program

Effective November 15, 2021



- Standard 5: Adequacy of faculty and preceptors
- Standard 7: 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 Reorganization Plan and Eligibility Application based on review by an ACEND Lead Program Reviewer and an Accompanying 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

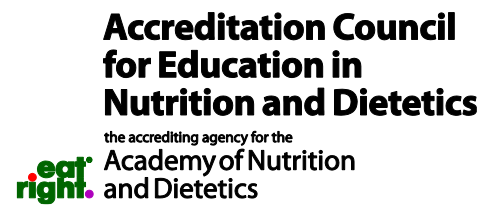
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## Substantive Change Guidelines

### 2022 ACEND Accreditation Standards (Does not apply to FEM Standards)

Reorganization of a Program into a Consortium

Effective November 15, 2021



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### Reorganization of Programs into a Consortium – 2022 Standards Only

Programs under the 2022 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.
- Programs designated as a consortium pay a web listing fee in addition to the annual accreditation 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, Required Element 2.1: Program Mission, Goals, Objectives and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives
- Standard 3: Curriculum and Learning Activities—Ability to achieve foundation knowledge and/or competencies
- Standard 5: Adequacy of faculty and preceptors
- Standard 7: 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 a Lead Program Reviewer and 1 Program Reviewer. Note: Typically, a reorganized program have a comprehensive on-site evaluation visit after two classes have graduated from the reorganized

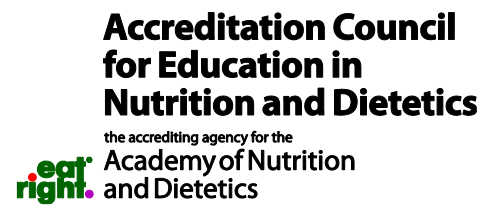
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## Substantive Change Guidelines

### 2022 ACEND Accreditation Standards (Does not apply to FEM Standards)

Reorganization of a Program into a Consortium

Effective November 15, 2021



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program, typically within four years. The Board will determine the timeframe for the site visit at the time the reorganization is approved.

### Final Approval

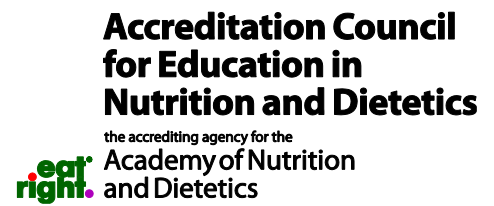
- ACEND Board

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## Substantive Change Guidelines

### 2022 and Future Education Model ACEND Accreditation Standards

Change in legal status, form of control or ownership of the organization sponsoring the program  
Effective November 15, 2021



### 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 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: specifically address Required elements 1.1, 1.2, 1.3 and 1.5
- Standard 2, Required Element 2.1: Program Mission, Goals, Objectives, and Program Evaluation and Improvement—How the change fits with the program mission, goals and objectives
- Standard 3: Curriculum and Learning Activities—Curriculum and ability to achieve foundation knowledge and/or competencies
- Standard 5: Adequacy of faculty and preceptors
- Standard 7: Information to Prospective Students and the Public—Draft program information for current and prospective students regarding changes
- Implementation timeline

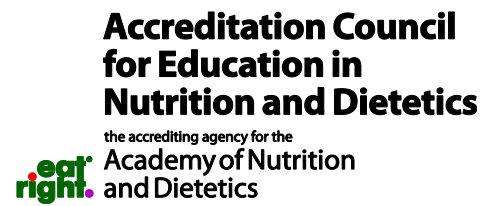
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## Substantive Change Guidelines

### 2022 and Future Education Model ACEND Accreditation Standards

Change in legal status, form of control or ownership of the organization sponsoring the program

Effective November 15, 2021



#### Review Process

- Board approval of the Plan and Eligibility Application based on review by a Lead 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

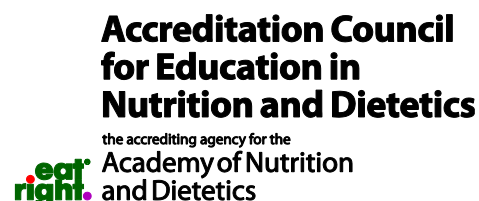


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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Admission Hold Status

Effective November 15, 2021



### **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 consecutive 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 Core Competency Assessment Table (for DPD: Core Knowledge Assessment Table; For FEM: GP Competency Table) 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 consecutive 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**

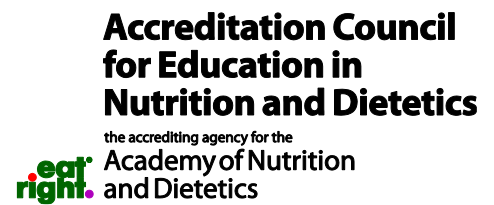
- ACEND Staff for requests of up to one academic/program year

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Admission Hold Status

Effective November 15, 2021



- Lead Program Reviewer for requests for two academic/program years (programs cannot be on an admission hold longer than two academic/program years)

**Final Approval**

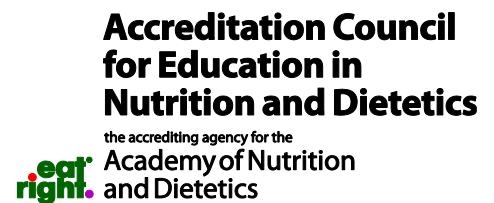
- Senior staff for requests of up to one academic/program year
- ACEND Board for requests for greater than one year, but no more than two academic/program years

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Active Admission Status

Effective November 15, 2021



### **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
- Lead Program Reviewer will review the program request if it has been on an admission hold for more than one academic/program year.

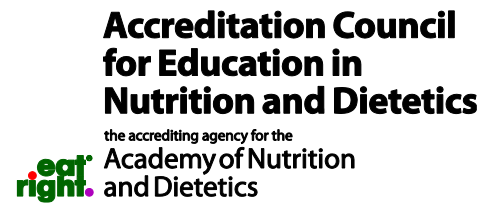
### **Final Approval**

- ACEND Senior staff for admission hold one academic year or less
- 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**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Voluntary Closing or Withdrawal from Accreditation  
Effective November 15, 2021



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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 (2022 Standards only):** 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:

- 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 submit a Teach Out Plan on the template provided on the ACEND website [here](#). The program must provide the template and supporting documentation via a PDF.

**Review Process**

- Lead Program Reviewer

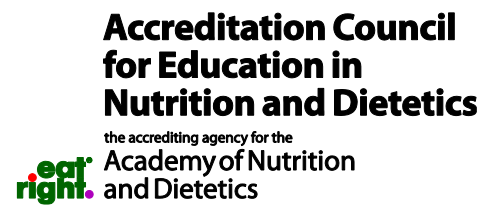
**Final Approval**

- ACEND Board

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Contracting with Non-Accredited Organizations  
Effective November 15, 2021



### **Contracting with Non-Accredited Organizations**

According to U.S. Department of Education regulations, an institution that is eligible to seek Title IV, HEA programs 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, or a university forming a partnership under the Future Education Model with a free-standing dietetic internship that is not eligible for Title IV.

### **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

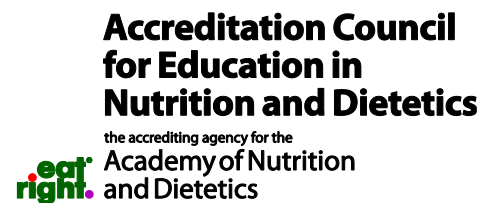
### **Review and Final Approval**

- 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**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Addition of an Individualized Supervised Practice Pathway (ISPP)  
Effective February 5, 2024



**Addition of the Individualized Supervised Practice Pathway (ISPP) – 2022 Standards Only**

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, and not on probation can add an ISPP. **Effective February 2024, the pathway entry must be ONLY for applicants who hold a doctoral degree.**

**Information Required by ACEND**

Program must provide a narrative describing the following:

- Pathway locations: Will the ISPP be onsite, distance or both?
- Preceptor Recruitment: Indicate who recruits preceptors for the program: program director/faculty, interns, or both.

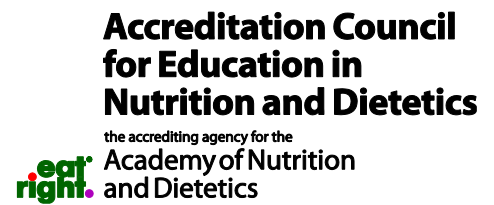
Narrative and documentation of how the proposed change affects compliance with:

- Standard 1, Required Element 1.3.c – 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 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 – The program must specify ISPP length. The program must document that interns complete at least 1000 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 3: Curriculum and Learning Activities –
  - 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 rotation descriptions that include required learning activities and associated competencies.
- Standard 6 – Supervised Practice Sites--The program must address all of RE 6.1.
- Standard 7: 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.

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Addition of an Individualized Supervised Practice Pathway (ISPP)  
Effective February 5, 2024



- Standard 8: Policies and Procedures for Enrolled Students/Interns – 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.

**Notes**

- Programs must track the ISPP interns separately for program assessment and learning assessment.
- 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.

**Review Process**

- ACEND Staff

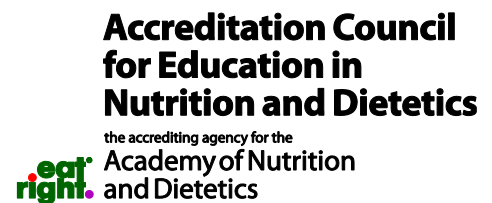
**Final Approval**

- ACEND Vice Chair or Past Chair

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**Substantive Change Guidelines**  
**2022 and Future Education Model ACEND Accreditation**  
**Standards**

Other Curriculum Changes That Must be Reported to ACEND  
Effective November 15, 2021



### **Other Curriculum Changes that Must Be Reported to ACEND**

Programs on probation 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 supervised practice/supervised experiential learning) 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 and assessed through the program’s 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 3: Curriculum and Learning Activities—Narrative and documentation demonstrating required components are covered, curriculum map, rotation schedule, progression of learning and learning activities (For FEM: curriculum map, progression of learning)
- Standard 4, Required Element 4.1: Core Competency Assessment Table (For DPD: Core Knowledge Assessment Table; For FEM: GP Competency Assessment Table)
- Standard 5: 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 7: Information to Prospective Students and the Public—changes to admission or completion requirements
- Standard 8: Policies and Procedures for Enrolled Students/Interns—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**

- Lead Program Reviewer

### **Final Approval**

- ACEND Board