Guidelines for Requesting Substantive Changes

Overview and General Directions
2017 Accreditation Standards
Future Education Model (FEM) Accreditation Standards
Revised October, 2019

The Accreditation Council for Education in Nutrition and Dietetics (ACEND™) encourages responsible educational change and innovation to improve quality, while protecting students and the public. The U.S. Department of Education requires ACEND to monitor and approve “substantive changes” that have the potential to affect the ability of an ACEND accredited program to meet standards. Therefore, the U.S. Department of Education requires programs and institutions to obtain prior approval of changes in such areas as enrollment, program format, structure, delivery, administration, and management for the purpose of maintaining ACEND accreditation. 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. Refer to Section 4.3 of the ACEND Policy & Procedure Manual for more detailed information about substantive changes. 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 its implementation. All substantive changes must be submitted by the program director. Changes become effective at the time of 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

Fully accredited programs may submit substantive program changes with a self-study report. In the self-study report, the program change must be submitted as an appendix to the report and clearly describe how the changes affect the program’s compliance with the accreditation standards.

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

1. Substantive Program Change Cover Page template briefly describing the request.
2. The official name of program (indicate if requesting a name change), sponsoring institution and location.
3. 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.
4. 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.
5. $250.00 substantive change fee. You will receive an invoice for the $250 change fee when ACEND receives the program change request.

Email1 searchable PDF document formatted using the Adobe bookmark feature to:
ACENDREPORTS@eatright.org
Contents:

Changes applicable to all program types under the 2017 or FEM Accreditation Standards unless otherwise noted

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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 superior 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.

Information Required by ACEND
Submit a completed Program Director Change Request template and a curriculum vitae or resume documenting the individual’s credentials.

Review Process
- ACEND Staff

Final Approval
- ACEND Staff
Change to Program Mission
A change to the program mission requires submission of a substantive program change and a discussion of how the revised mission affects the program goals and objectives.

Information Required by ACEND
2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:
- Standard 3: Program Mission, Goals and Objectives
- Required Element 4.1: A revised On-going Program Evaluation Plan with updated mission, goals and objectives

FEM Accreditation Standards
Narrative and documentation of how the proposed change affects compliance with:
- Standard 2: Program Mission, Goals and Objectives
- Required Element 3.1: A revised On-going Program Evaluation Plan with updated mission, goals and objectives

Review Process
- ACEND Staff

Final Approval
- ACEND Staff
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 30% 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 30% or more of master’s level required courses within a graduate dietetic internship. Note: programs should request a second program code for a distance track or satellite campus. Refer to ACEND P&P Manual Section 4.3 Substantive Program Changes for detailed information about requirements for distance education or a branch or satellite campus.

Distance Education: Uses one or more of the technologies listed below (1-4) to deliver instruction to students who are geographically 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. Video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs, or CD-ROMs 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 portion or all of the program is offered at a site other than the primary program campus location and students at that site are studying the same curriculum.
2. Both faculty and students are located at the satellite location.
3. The primary accredited program has administrative responsibility, including financial, physical and human resources.
4. The core curriculum offered allows students to meet the same degree completion requirements of the primary accredited program.
5. The degree is granted by the higher education institution that offers the degree in the primary accredited program.

Information Required by ACEND

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Required Element 1.3: Resources
- Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 3: Program Mission, Goals and Objectives
- Standard 5: Curriculum and Learning Activities
- Required Element 6.1: Student Learning Outcomes Assessment Plan
- 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 and Policies and Procedures
  o Information to the public about the distance pathway or branch campus
  o Any costs to students associated with the verification of student identity
  o Information to the public regarding the distance pathway (address Required Elements 9.3.a through 9.3.l)
• Standard 10: Policies and Procedures
  o 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
  o Any changes to policies and procedures due to the addition of distance education or a branch or satellite campus

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

• Required Element 1.2: Resources
• Required Element 1.4: Program Director Responsibilities and Qualifications
• Standard 2: Program Mission, Goals and Objectives
• Standard 4: Curriculum and Learning Activities
• Required Element 5.1: Competency Assessment Plan
• Required Element 5.3.c
• Information regarding comparability of educational experiences
• Standard 6: Faculty and Preceptors
• Standard 7: Supervised Experiential Learning Sites
• Standard 8: Information to Prospective Students and the Public
  o Information to the public about the distance pathway or branch campus
  o Any costs to students associated with the verification of student identity
  o Information to the public regarding the distance pathway (address Required Elements 8.3.a through 8.3.k)
• Standard 9: Policies and Procedures
  o 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
  o Any changes to policies and procedures due to addition of distance education or branch or satellite campus

Review Process
Document review by:
• ACEND Board Member (Program Representative) or
• ACEND Board Member-elect (Program Representative-elect) and 1 ACEND Program Reviewer

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
• Where applicable, if board determines focused site visit is needed to distance program

Final Approval
• ACEND Board
Changes to Remote or Student Identified Supervised Practice Rotations/Experiential-Learning Sites

A program change is required if a program plans to add \( \geq 10\% \) of the number of supervised practice or experiential learning 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 or experiential learning sites 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/experiential learning. Once a program change for remote or intern/student-identified supervised practice/experiential learning is approved a program does not need to submit a change if additional remote sites are added.

Information Required by ACEND

2017 Accreditation Standards:

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

- Required Element 1.3: Resources
- Required Element 1.5: Program Director Responsibilities and Qualifications
- Standard 3: Program Mission, Goals and Objectives
- Standard 5: Curriculum and Learning Activities
- Required Element 6.1: Student Learning Outcomes Assessment Plan
- Required Element 6.3.c
  - 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, including 9.3k and l
- Standard 10: Policies and Procedures (The program must update policies and procedures to reflect the change)

FEM Accreditation Standards:

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

- Required Element 1.2: Resources
- Required Element 1.4: Program Director Responsibilities and Qualifications
- Standard 2: Program Mission, Goals and Objectives
- Standard 4: Curriculum and Learning Activities
- Required Element 5.1: Competency Assessment Plan
- Required Element 5.3.c
  - Information regarding comparability of educational experiences
• Standard 6: Faculty and Preceptors
• Standard 7: Supervised Experiential Learning Sites
• Standard 8: Information to Prospective Students and the Public, including 8.3j and k
• Standard 9: Policies and Procedures (The program must update policies and procedures to reflect the change)

**Review Process**

• ACEND Board Member (Program Representative) and 1 ACEND Program Reviewer

**Final Approval**

• ACEND Board
Change or Add Degree Requirements or Change to Direct Assessment or Competency Based Education

2017 Accreditation Standards: 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

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

- Add a doctoral degree option to a Future Graduate (FG) program accredited at the master’s degree level
- Change from a master’s degree to a doctoral degree requirement for a Future Graduate (FG) program
- Change to Direct Assessment rather than credit or clock hours as a measure of student learning

Information Required by ACEND

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Required Element 1.3: Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program)
- Required Element 1.5: Program Director Responsibilities and Qualifications
- 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
- 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)

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

- Required Element 1.2: Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program)
- Required Element 1.4: Program Director Responsibilities and Qualifications
- Required Element 1.5: Program Length
- Standard 2: Program Mission, Goals and Objectives (How the change fits with the program mission, goals and outcomes based on the assessment process)
• Standard 4: Curriculum and Learning Activities
• Required Element 5.1: Competency Assessment Plan
• Standard 6: Faculty and Preceptors
• Standard 8: Information to Prospective Students and the Public
• Standard 9: Policies and Procedures (The program must update policies and procedures to reflect the change)

Review Process
• ACEND Board Member (Program Representative) or
• ACEND Board Member-elect (Program Representative-elect) and 1 ACEND Program Reviewer

Final Approval
• ACEND Board

Notes
Programs should request a second program code for computer matching for the addition of a graduate track if there will be a graduate and undergraduate track.

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1Definition 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
Changes to Clock or Credit Hours (CP, DPD, DT, Master’s DI, FA, FB, FG)
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
- Increase or decrease the number of clock or credit hours required for program completion

**Information Required by ACEND**

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Required Element 1.6: Program Length (Program length and ability to achieve competencies/learning outcomes)
- 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)

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

- Required Element 1.5: Program Length (Program length and ability to achieve competencies/learning outcomes)
- Required Element 4.1: Curricular Mapping
- Standard 8: Information to Prospective Students and the Public (Draft of program information for prospective students regarding changes)
- Standard 9: Policies and Procedures (The program must update policies and procedures to reflect the change)

**Review Process**

- ACEND Board Member (Program Representative) or
- ACEND Board Member-elect (Program Representative-elect) and 1 ACEND Program Reviewer

**Final Approval**

- ACEND Past-Chair or Vice Chair
Changes to Program Options and Start Dates
Programs must submit a substantive change request when they intend to do any of the following:

- Add or eliminate a full-time or part-time option
- Add or eliminate an alternative start date for a program with or without an increase or decrease in student enrollment.
- Add a pre-select option to a Dietetic Internship

Information Required by ACEND for FT/PT Option or Addition of Start Date

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Required Element 1.3: Program Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program)
- Required Element 1.5: Responsibilities of the Program Director (Describe the adequacy of the time allocated relative to meeting program needs)
- Required Element 1.6: Program Length
- 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)
- Standard 10: Policies and Procedures (calendar, program completion requirements)

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

- Required Element 1.2: Program Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program)
- Required Element 1.4: Responsibilities of the Program Director (Describe the adequacy of the time allocated relative to meeting program needs)
- Required Element 1.5: Program Length
- Required Element 4.1: Curricular Mapping (Rotation schedule and progression of learning)
- Standard 6: 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: Information to Prospective Students and the Public (Draft program information for prospective students and public regarding changes)
- Standard 9: Policies and Procedures (calendar, program completion requirements)
Notes
Dietetic Internship programs should request a second program code for computer matching for the addition of a part-time option or alternate start date.

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 Process
  • ACEND Staff

Final Approval
  • ACEND Staff
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, in one year will be 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.

Monitoring of annual report data will be done to ensure compliance to 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

2017 Accreditation Standards:

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

Supervised Practice Programs and Didactic Programs in Dietetics

- 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)
- Required Element 1.5: Responsibilities of the Program Director (Describe the adequacy of the time allocated relative to meeting program needs)
- 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)

FEM Accreditation Standards:

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

- Required Element 1.2: Program Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program with an increased enrollment.)
- Required Element 1.4: Responsibilities of the Program Director (Describe the adequacy of the time allocated relative to meeting program needs.)
- Required Element 4.1: Curricular Mapping (Rotation schedule and progression of learning)
• Standard 6: 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: Information to Prospective Students and the Public (Draft program information for prospective students and public regarding changes)

**Review Process**
• ACEND Staff

**Final Approval**
• ACEND Staff
Concentration Area Additions or Changes – 2017 Standards Only
Programs under the 2017 Accreditation Standards that provide supervised practice experiences for educating students to become registered dietitians must submit a substantive change request when they intend to change the number of concentration areas that they provide.

Information Required by ACEND
Narrative and documentation of how the proposed change affects compliance with:

- 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)
- Required Element 5.2: Curricular Mapping (Curriculum map, rotation schedule and progression of learning)
- 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.)
- Required Element 5.3: Rotation description with concentration competencies and learning activities to achieve the concentration competencies
- 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 Process
- ACEND Staff

Final Approval
- ACEND Staff
Changes to Supervised Practice Hours/Increase or Decrease in Program Length

2017 Accreditation Standards: Programs that provide supervised practice experiences in the education of nutrition and dietetics technicians, registered and registered dietitian nutritionists must submit a substantive change request when they intend to permanently increase or decrease the number of supervised practice hours, or increase or decrease the overall program length.

FEM Accreditation Standards: Programs must submit a substantive change request when they intend to permanently increase or decrease the overall length of the program. Information about the change will be added to ACEND’s database. Once ACEND staff acknowledges the change, the program may update its own Website and other materials.

Information Required by ACEND

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Required Element 1.6: Program Length (Program length and ability to achieve competencies/outcomes)
- Required Element 3.3: Program Completion Objective
- Required Element 5.2: Curricular Mapping (Rotation schedule, progression of learning, ability to achieve competencies)
- Standard 9: Information to Prospective Students and the Public (A copy of the revised program information for prospective students and the public must be included.)
- Standard 10: Policies and Procedures (program completion requirements)

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

- Required Element 1.5: Program Length (Program length and ability to achieve competencies/outcomes). State the total credit hours and the total supervised experiential hours.
- Required Element 2.4: Program Completion Objective
- Required Element 4.1: Curricular Mapping (Rotation schedule, progression of learning, ability to achieve competencies)
- Standard 8: Information to Prospective Students and the Public (A copy of the revised program information for prospective students and the public must be included.)
- Standard 9: Policies and Procedures (program completion requirements)

Review Process

- ACEND Staff

Final Approval

- ACEND Staff
Addition of International Supervised Practice Rotations – 2017 Standards Only

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:

- Required Element 1.3: Program Resources (The program must explain how it assures that resources are sufficient to meet the needs of the program)
- 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)
- Required Element 5.2: Curricular Mapping (Rotation schedule and progression of learning; and ability to achieve the competencies in the international rotation)
- 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 Process

- ACEND Board Member (Program Representative) and 1 Program Reviewer

Final Approval

- ACEND Board
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 program director within the sponsoring institution.

Information Required by ACEND

2017 Accreditation Standards:
Narrative and documentation of how the proposed change affects compliance with:

- Self-study report cover page with signatures of new administrators
- Required Element 1.2: Organizational chart that shows the location of the program
- 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 9: Information to Prospective Students and the Public (Draft program information for prospective students regarding the changes)

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

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

Review Process
- ACEND Staff

Final Approval
- ACEND Staff
Reorganization of an Existing ACEND Accredited Program – 2017 Standards Only

Programs under the 2017 Accreditation Standards 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 will need to apply for accreditation as a new program. Please keep the following in mind when planning 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, Required Elements 3.1 and 3.2; How the change fits with the program mission, goals and objectives
- Standard 5: 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: 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 Board Member (Program Representative) and 1 Program Reviewer in order to allow the continued enrollment of students
- Comprehensive Self-Study Report reviewed by Evaluation Team
- Comprehensive on-site evaluation visit after two classes have graduated, typically within four years

Final Approval
- ACEND Board
Reorganization of Programs into a Consortium – 2017 Standards Only

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.

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, Required Elements 3.1, 3.2 and 3.3; How the change fits with the program mission, goals and objectives
- Standard 5: 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: 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 Member (Program Representative) and 1 Program Reviewer in order to allow the continued enrollment of students
- Comprehensive Self-Study Report by Evaluation Team
- Comprehensive on-site evaluation visit after two classes have graduated, typically within four years

Final Approval

- ACEND Board
Creation or Expansion of a Partnership in a Sponsoring Organization – FEM Standards Only
FEM Programs must submit a substantive change request when they intend to add additional organizations to sponsor a single program. A partnership is defined as two or more independent organizations, one of which is a regionally-accredited college or university, working together under a formal written agreement to sponsor a single program. Please keep the following in mind when planning a partnership:

- Programs must be accredited in good standing with ACEND. Requests for expansion of a partnership will not be considered for programs on a shortened accreditation term or probation.
- The status and impact of the change on students who were enrolled prior to the expansion of the partnership must be clearly outlined and announced.
- A plan for the new partnership and a report addressing the information requested below must be submitted to ACEND for review and approval in advance of implementing the expansion and accepting new students.
- Upon approval of the plan and report, 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.

Information Required by ACEND
Plan for creation or expansion of a partnership with proposed implementation timeline. Provide narrative and documentation that addresses the following:

- Signature Pages
- Standard 1: Program Characteristics and Resources; responsibilities of each partner and how the new partnership arrangement impacts program resources
- Standard 2: How the change fits with the program mission, goals and objectives
- Standard 4: Ability to achieve competencies
- Standard 6: Adequacy of faculty and preceptors
- Standard 8: Draft program information for current and prospective students regarding the changes
- Implementation timeline and program management

Review Process
- Board approval of the Partnership Plan and report based on review by an ACEND Board Member and 1 Program Reviewer in order to allow the continued enrollment of students
- Comprehensive Self-Study Report by Evaluation Team
- Comprehensive on-site evaluation visit after two classes have graduated, typically within four years

Final Approval
- ACEND Board
Transfer of Sponsorship

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.

- Sponsorship of an accredited program may be transferred to another institution.
- Programs must be accredited in good standing with ACEND. Requests for transfer of sponsorship will not be considered for programs on a shortened accreditation term or probation due to partial or non-compliance with the ACEND accreditation standards.
- 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 and an Eligibility Application 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 occur 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:

2017 Accreditation Standards:
- Signature Pages
- Standard 1: Program Characteristics and Resources
- Standard 2: Consortia, if applicable
- Standard 3, Required Elements 3.1, 3.2 and 3.3; How the change fits with the program mission, goals and objectives
- Standard 5: 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: Draft program information for current and prospective students regarding changes
- Implementation timeline and program management

FEM Accreditation Standards:
- Signature Pages
- Standard 1: Program Characteristics and Resources
- Standard 2: How the change fits with the program mission, goals and objectives
- Standard 4: Ability to achieve competencies
- Curriculum for each track, if more than one track
• Standard 6: Adequacy of faculty and preceptors
• Standard 8: 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 Member (Program Representative) 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
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 ineligible 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 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/experiential learning (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 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 for less than two academic/program years
- ACEND Board Member (Program Representative) for requests for two academic/program years

Final Approval
- ACEND Past-Chair or Vice Chair for requests less than two academic/program years
- ACEND Board for requests for two academic/program years
Change to Active Admission Status
Programs must submit a substantive change request when they intend 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 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
- 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.
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) and Partnerships (FEM Standards) Only: In the event that one or more member of a consortium or partnership intends to continue as a single dietetics education program, they must do the following:

- The program must be accredited in good standing at the time of the dissolution of the consortium or partnership.
- The status and impact of the change on students who were enrolled prior to the dissolution must be clearly outlined and announced.
- Each program must submit its own plan for reorganization and an Eligibility Application to ACEND for review and approval in advance of 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 within 24 months of dissolution of the consortium or partnership.
- Changes to ACEND fee structures may occur as a result of the reorganization.

Information Required by ACEND

The program must meet the requirements for program closure as described in Section 4.3 of the ACEND Policy & Procedure Manual 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.
- 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.

Review Process

- ACEND Board Member (Program Representative)

Final Approval

- ACEND Board
Contracting with Non-Accredited Organizations – 2017 Standards 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 its entry into a contract with another institution or organization that is not certified to participate in Title IV, HEA programs to offer more than 25 percent or more 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 Process
- ACEND Staff

Final Approval
- ACEND Board
Addition of the Individualized Supervised Practice Pathway (ISPP) - 2017 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.

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 ≥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, RE 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, RE 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, RE 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, RE 5.1 and RE 5.2** – 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.
- **Standard 8** – The program must address all of RE 8.1.
- **Standard 9** – 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** – 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 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.

Review Process
• ACEND Staff

Final Approval
• ACEND Vice Chair or Past Chair