

NOTIFICATION OF SUBSTANTIVE CHANGE
FORM 108

**Mail original notification to the JRCERT and include a \$250 substantive change fee.
Maintain a copy for your program file.**

Sponsoring Institution: _____ **Program #** _____

Type of Program (Check one):

Radiography Radiation Therapy Magnetic Resonance Medical Dosimetry

Indicate the substantive change the program has implemented or intends to implement. Check all that apply.

1. Change in the legal status, form of control or ownership of the sponsor or program.

Former owner: _____

Current owner: _____

Submit: Narrative and exhibits as necessary to assure ongoing compliance with the standards, paying particular attention to program faculty, curriculum, and program operations.

2. Change in the established mission or objectives of the sponsor or program. (Please note this does not refer to routine, periodic revision of established mission statement and objectives.)

Submit: Narrative that describes the rationale for changing the established mission and/or objectives of the program. Provide exhibits that reflect the new mission and/or objectives of the sponsor.

3. Change in the established curriculum of the program. Check all applicable options below and provide a narrative as indicated.

- Describe the curriculum change/revision and provide a rationale for the change.
- Indicate if the new curriculum impacts the mission, goals and learning outcomes of the program.
- Verify that the new curriculum meets ASRT/AAMD/AEIRS established criteria by submitting an updated Curriculum Grid (available at www.jrcert.org under Accreditation Forms and Checklists).
- Submit an outline of the former curriculum and an outline of revised curriculum noting changes.

Change from clock hours to credit hours or credit hours to clock hours.

Addition or deletion of **more than** 10% of existing clock hours.

- Addition and/or deletion of **more than** two (2) courses.
- Addition of courses at a degree or credential level above that included in the program's current accreditation. (Contact the office for guidance in submission of appropriate documentation.)
- Addition of an alternative learning option – (*check all that apply*)
 - Distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum)
 - Evening track
 - Part-time track
 - Weekend track

For all options, include the following:

- Submit program publications that include a description of the alternative learning option(s),
- A narrative, with exhibits, to assure ongoing compliance with the Standards.
- A narrative to assure that educational experiences and outcomes are equitable and consistent with those gained through traditional methods.
- Effective date of change.

- 4. Change in terminal award provided by the program.
 - Addition of terminal award (specify): _____
 Number of months for degree: _____
Submit: Outline of former curriculum; outline of revised curriculum; rationale for change.
 - Deletion of terminal award (specify): _____
Submit: Narrative that describes the rationale for deletion of the terminal award.
 - Change in terminal award from (specify): _____
 to (specify): _____
Submit: Outline of former curriculum; outline of revised curriculum; rationale for change; completed curriculum grid (available at www.jrcert.org under Accreditation Forms and Checklists).

- 5. Addition/deletion of **more than** eight (8) weeks of program length.
 Changed from _____ months to _____ months.
Submit: Outline of former curriculum; outline of revised curriculum; rationale for change; completed curriculum grid (available at www.jrcert.org under Accreditation Forms and Checklists).

- 6. Transfer of Sponsorship.
Submit: Form 300 (available at www.jrcert.org under Accreditation Forms and Checklists).