

**Instructions & Checklist for Submission of
SUBSTANTIVE CHANGE PLAN
By CAA-Accredited Graduate Education Programs
Implemented January 1, 2002; revised December 2007**

Instructions

These instructions and application supplement the Council on Academic Accreditation in Audiology and Speech-Language Pathology's (CAA) Policy on Substantive Changes in CAA-Accredited Graduate Education Programs in Audiology and Speech-Language Pathology. The application pertains only to certain types of changes to a CAA-accredited program as defined in the CAA Policy on Substantive Changes found on ASHA's Web site at: <http://asha.org/about/credentialing/accreditation/accredmanual/section5.htm>.

Other changes are viewed as a new program and will require submission of a Candidacy Application or Application for Accreditation as described in the policy.

Using the format of the Plan application, please provide the following explanations in your answers:

- the substantive change your CAA-accredited or candidate program is proposing,
- the rationale for the change, and
- the impact of the change on the administration, faculty, curriculum, students, assessment and resources of the existing CAA-accredited program.

Please carefully review the following important instructions prior to completing your application:

- Provide complete responses to all requests for information.
- Include fully completed appendices and any additional supporting documentation as applicable.
- Applications submitted without complete documentation may be returned, as warranted, or may result in a request for additional information; the program can anticipate delays in the review and approval of the application if the application is incomplete.

Submission Timeline:

The CAA requires Substantive Change Plans be submitted **12 months prior** to the implementation of a proposed substantive change. *You may submit the Substantive Change Plan as a separate document or include it to your next CAA Annual Report or Application for (Re)Accreditation, provided the submission date is consistent with the timeline described in the Policy on Substantive Changes.*

FEES MUST BE INCLUDED WITH THE APPLICATION: \$300.00 (Payable to ASHA)

All materials (cover sheet, sections and appendices) are available in MS Word formats by contacting the Accreditation Office. Please direct any questions that you may have about the process for submitting substantive change plans to Sue Flesher.

PROGRAM CHECKLIST FOR PREPARING/SUBMITTING SUBSTANTIVE CHANGE PLANS

FEES

- \$300 change fee should be attached with substantive change plan - payable to ASHA. If a site visit is conducted, that fee will be billed after conduct of the visit.

ADMINISTRATIVE DETAILS

- Complete all requisite sections from the Procedures for Submission of Substantive Change Plans.
- Application should be submitted on 8 ½ x 11 paper.
- All pages should be numbered, including appendices.
- Appendices should support, not substitute for, the narrative description.***
- Submit one original unbound and single sided and 3 copies double-sided (bound are acceptable).
- Submit by time frame identified in the Policy for Substantive Changes (no later than 12 months prior to enrollment of class)

- Submit to:
Academic Accreditation Office
ASHA National Office
2200 Research Boulevard #310
Rockville, MD 20850

SIGNATURES, APPROVALS & AGREEMENTS

- Signature of Program Director or Person administratively responsible for program (**cover page** of document)
- Evidence of approval by the university
- Evidence of approval by state or other authorizing agency
- Evidence of regional accreditation of proposed program (as it applies to proposed program, i.e. satellite or branch campus)
- Contractual agreements
- Satellite or branch campus agreements
- Practicum agreements, etc

RATIONALE & MISSION STATEMENTS

- Rationale for proposed program

Mission statements of:

- Institution
- College
- Program

FACULTY

- Vitae (abbreviated) for all faculty/clinical staff who will contribute to the new graduate program (only university employees) – Appendix I.
- Faculty/Instructional Staff Summary Table – indicate if there are new positions or vacancies that expect to be filled in anticipation of new program opening – Appendix II

CURRICULUM

- Complete Curriculum Offerings and Course Characteristics table(s), which includes teaching assignments, when courses will be offered - Appendix III
- Complete Documentation of Knowledge and Skills within the Curriculum table(s), which maps the knowledge and skills through the curriculum - Appendix IV
- Attach Course Descriptions (pages from graduate catalog are OK)
- Provide the course sequence (academic and clinical) for the proposed program
- Complete and attach Clinical Population tables to document availability and variety of clinical populations to support program initiatives – Appendix V

BUDGET

- Submit Financial Support Table or other mechanism to document the adequacy and stability of financial support for the proposed program.

Before mailing, please review to ensure the substantive change plan application packet is complete – it should include:

- completed and signed cover page
- completion of relevant section(s) to the proposed change
- all related appendices as directed in plan application section
- supporting approval letters/documentation as described above
- substantive change plan fee