



Notification of Change Form

FEPAC-accredited programs are required to notify and, in some cases, receive prior approval from the Commission for implementation of certain changes, including substantive changes, to the accredited program. FEPAC defines substantive change to include any change that could adversely affect the accreditation status of the program. The Commission confines its review of submitted changes to the Accreditation Record when determining whether a program meets FEPAC Standards of Accreditation, policies, and procedures. Upon receipt of a notification of change from a program, FEPAC reviews the change and takes whatever action it deems appropriate.

FEPAC-accredited programs are required to inform the Commission, and, in some cases, seek prior approval or pay any associated expenses that arise from the review of the proposed change, according to the following three categories of changes:

- 1) **Changes requiring Commission approval prior to implementation of the change**
 - a) These are changes that are defined as *Substantive Change* under Federal Law and/or by FEPAC Policy that require approval of the Commission prior to implementation of the change,
- 2) **Changes that require prior notification and review by the Commission, and**
- 3) **Changes requiring post-implementation notification**
 - a) These changes require notification to the Commission after a precipitating event or implementation of the change.

It is the responsibility of the program to ensure that the submitted change information is received by FEPAC, and the program must list any approved changes in its next Annual Report. See *Notification of Change Policy* for **notification timeframe requirements**.

FORMAL SUBMISSION INSTRUCTIONS: Submit the completed and signed *Notification of Change Form* and any supporting documentation to FEPAC's Accreditation and Outreach Manager **electronically to: nzevotek@aafs.org**

PROVIDE INFORMATION ABOUT THE PROGRAM MAKING THE CHANGE:

Today's Date:	
Institution Name:	
Forensic Science Program Director:	
Email address:	

SELECT THE TYPE OF CHANGE:

- 1) **Changes requiring Commission approval prior to implementation of the change**
 - A. The change of the physical location of a FEPAC-accredited program.
 - B. Any change in the number of credit hours required for successful completion of a program or change in the manner by which student progress towards completion of a degree is measured (e.g., credit hours, semesters, trimesters).
 - C. Any significant change to the established mission or objectives of a FEPAC-accredited program since the program was last granted FEPAC accreditation.
 - D. A decision to cease operations, close an institution, close a program, voluntarily withdraw from or allow expiration of accreditation from FEPAC. *
 - E. The addition of, removal of, or substantial changes to required courses from those that were offered when FEPAC last issued accreditation to the program OR changes to method of delivery of laboratory-based courses from those that were offered when FEPAC last issued accreditation to the program.
- 2) **Changes that require prior notification and review by the Commission**
 - A. Any significant change to present facilities. Example includes changes impacting the long-term use of program facilities, such as transfer of laboratory space.

- B. Any change in the name of a FEPAC-accredited program. *
- C. Suspending student matriculation in a FEPAC-accredited program. *

3) **Changes requiring post-implementation notification**

- A. Actions taken by external agencies that may affect the FEPAC-accredited program (see policy for examples). *
- B. A change in leadership of administration: designated accreditation liaison for Program, Program Director/Interim Program Director responsible for direct management of the FEPAC-accredited program, or person responsible for receiving FEPAC's billing/invoice communications. *
- C. Any matter that may be deemed to significantly impact the character or quality of the FEPAC-accredited program.
- D. Any significant change to institutional support and faculty resources. Examples include reduction of institutional support by more than twenty-five percent (25%) in one academic year, transfer of institutional support from one department to another, or a fifty percent (50%) or more increase or decrease in the size of the full-time forensic science faculty.
- E. A change in forensic science faculty impacting program coursework, availability of course offerings, ratio of courses taught by full-time vs non-full-time forensic science faculty or the ratio of full-time forensic science faculty with an appropriate doctoral degree.
- F. The destruction of an institution, or a significant part of its facilities, that offer a FEPAC-accredited program. *

DESCRIBE THE CHANGE:

Explain the reason for the proposed change, and the expected impact on the FEPAC-accredited program:

***SUPPORTING DOCUMENTATION IS ATTACHED/INCLUDED (see policy):** **Yes** **No**

Document Name:	
Document Name:	
Document Name:	
URL link:	
URL link:	
URL link:	

A NARRATIVE IS REQUIRED AS PART OF THE ADDITIONAL DOCUMENTATION FOR 2.C AND 3.F:

Supplemental narrative:

If filed electronically:

Checking this box and entering my full name and date below constitutes my legal signature on this form.

Full Name		Date	
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Revision History

Date Revised	Summary of Revisions	Approved By