FORM-05

SUBSTANTIVE CHANGES–Contact Information

Please see policy ACC-04 Substantive Change for details regarding all procedures for reporting substantive change. The program must submit **separate documentation** related to substantive change in the following areas:

* Change in program governance or administrative structure
* Change in program leadership
* Change in financial resources
* Increase in number of student admissions
* Major curriculum revision
* Change in faculty complement
* Change in the degree or program offered/addition of distributed education sites
* Decision not to admit a class of students
* Plans for temporary closure or permanent closure of the program

This FORM-05 must be used to report change related to contact information, such as:

* Name or address of the university
* Name, address, telephone and fax numbers, website address, or email address for the program
* Name, credentials, address, telephone and fax numbers, or email address for the program director
* Name, credential, or address of officials in the university to whom PEAC sends official correspondence, for example, Dean, Provost, Vice Provost

## Change in contact information

Complete the boxes below to report changes in program leadership and contact information. Evidence of ongoing compliance with accreditation criteria following the change must also be provided (e.g. criterion 1.2 requires the director of the entry-level program to have a physiotherapy university degree, and to provide leadership for faculty, staff, and students and management of the program. Evidence of a new Program Director’s profession, and a position description to demonstrate leadership abilities and responsibilities must be included when submitting this form.)

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Changes to the program’s contact information | | |
|  | Previous information | New information  (if unchanged, indicate so) |
| Program Name |  |  |
| Degree |  |  |
| Address |  |  |
|  |  |
|  |  |
|  |  |
| Telephone |  |  |
| Website Address |  |  |
| Effective date of change |  | |

|  |  |  |
| --- | --- | --- |
| Changes in University/Faculty Administration | | |
|  | Previous information | New information  (if unchanged, indicate so) |
| Name |  |  |
| Credential  (e.g. PhD, etc.) |  |  |
| Title  (e.g. Vice-Provost, Dean, Associate Dean etc.) |  |  |
| Address |  |  |
|  |  |
|  |  |
|  |  |
| Telephone |  |  |
| Email address |  |  |
| Effective date of change |  | |

|  |  |  |
| --- | --- | --- |
| Changes in Program Director/Chair | | |
|  | Previous information | New information  (if unchanged, indicate so) |
| Name |  |  |
| Credential  (e.g. PhD, MEd. etc.) |  |  |
| Title  (e.g. Program Chair, Program Director, etc.) |  |  |
| Address |  |  |
|  |  |
|  |  |
|  |  |
| Telephone |  |  |
| Email address |  |  |
| Effective date of change |  | |

## Failure to Notify PEAC

Failure to notify PEAC of any substantive change(s) within the required time period (see ACC-04 Substantive Change) may result in the program being moved to probationary accreditation status or non-accreditation status.

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| **Form Number: FORM-05** | |
| Date of last revision | Associated documents |
| *Jan 2012*  *June 2013*  *April 2014* | ACC-04 Substantive change  PEAC Program Handbook |