



## Substantive Change Request Form

Institution Name: \_\_\_\_\_

Forensic Science Program Director: \_\_\_\_\_

This change applies to the following Degree Type (please specify):     Undergraduate     Graduate

Type of Substantive Change (please check all that apply):

A change in the established mission or objectives of the institution housing the program.

A change in the legal status, form of control, or ownership of the institution housing the program.

The addition of courses or programs that represent a significant departure, in either content or method of delivery, from those that were offered when FEPAC last evaluated the program.

The addition of courses or programs at a degree or credential level above what is included in the program's current accreditation.

A substantial change in the number of credit hours required for successful completion of the program.

A change in program director (**supporting documentation to accompany this request - see below**).

Other (please specify):

Please provide a detailed description of the substantive change and supporting documentation (e.g., curriculum vitae of a new program director, course descriptions and syllabi for all new courses to be offered, etc.).

*NOTE: Approval of the substantive change for inclusion in FEPAC's Award of Accreditation to the program is not automatic. Upon receipt of a request for approval of the change, FEPAC reviews the request and takes whatever action it deems appropriate. Such action may include approving the change, requesting further information from the program, conducting a site visit, or denying the program's request to have the change included in its scope of accreditation.*

For a **change in program director** the following information should be included with your request:

### Undergraduate Program Director Change:

- Provide a statement to support how the proposed Director meets the minimum **degree** requirements (Undergraduate Program Director 4.11.2 a).
- Specify whether the proposed Director is meeting the experience requirement for either 4.11.2 b) practitioner or 4.11.2 c) academic.

- Provide a statement to support how the proposed Director meets the 5-years’ relevant experience as a forensic **practitioner (b) or** doctorate in a forensic concentration offered and 3-years’ experience as **academic** forensic scientist (c).
- Highlight the required **practitioner experience** or **academic educational, research, and/or service contributions to forensic science** within the candidate’s CV.
- Provide a statement to support how the proposed Director meets the **management** experience requirements (4.11.2 d).
- If 4.11.2 e) applies, please specify in your response and provide supporting documentation.

Graduate Program Director Change:

- Provide a statement to support how the proposed Director meets the minimum **degree** requirements in at least one forensic concentration offered (Graduate Program Director 5.5.3 a).
- Provide a statement to support how the proposed Director meets the minimum **experience** requirements (5.5.3 b).
- Specify whether the proposed Director is meeting the requirement for either **practitioner or academic**.
  - Provide a statement to support how the proposed Director meets the 5-years’ full-time relevant/equivalent experience as a forensic practitioner (not including any training time, in an operational forensic science laboratory setting) **or** academic forensic scientist.
  - Highlight the required **practitioner experience** or **academic educational, research, and/or service contributions to forensic science** within the candidate’s CV.
- Provide a statement to support how the proposed Director meets the **research experience** in a forensic science discipline or in methods and techniques adapted, validated, and implemented by the forensic science community (5.5.3.c).
- Provide a statement to support how the proposed Director meets the **management** experience requirements (5.5.3 d).

For a **change in program director to *Interim Program Director*** the following information should be included with your request:

Undergraduate:

- Provide a statement to support how the proposed *Interim* Director meets the requirements (Undergraduate *Interim* Program Director 4.12.1 a) – full-time faculty, appropriately qualified, and leadership in forensic science education/research/scholarly activities.
- Provide a statement to support how the proposed *Interim* Director meets the minimum **degree** requirements (Undergraduate *Interim* Program Director 4.12.1 b).

Graduate:

- Provide a statement to support how the proposed *Interim* Director meets the requirements (Undergraduate *Interim* Program Director 5.6.1 a) – full-time faculty, academic experience, research qualifications, background in program administration, and leadership in forensic science education/research/scholarly activities.
- Provide a statement to support how the proposed *Interim* Director meets the minimum **degree** requirements (Undergraduate *Interim* Program Director 5.6.1 b).

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_