

**Council on Academic Accreditation
in Audiology and Speech-Language Pathology (CAA)
Change in Administrative Structure Notification**

Programs must notify the CAA of changes in administrative structure as soon as possible, but no later than 30 days after the change. Changes in administrative structure would include a move to another college or school or a shift from program to department level. Failure to notify the CAA Accreditation Office within the time lines may jeopardize the program's accreditation status.

At the time of notification, the CAA requires the program to provide the effective date of the change, an updated organizational chart, and a description of the effect on the program's continued compliance with CAA's standard related to program authority and autonomy - [2017 Standards for Accreditation \(1.6\)](#). CAA's review of this information is intended to provide guidance on steps to be taken by the program to remain in compliance with accreditation standards and for reporting changes in the program's next CAA report.

Address the following questions as they relate to the new structure in which the program is housed, and indicate any elements that are not yet finalized. The program will need to provide updates about the changes in administrative structure and address those remaining elements in its next report to the CAA (annual report or re-accreditation application).

Program Name:	
CAA File #:	
Professional Area Programs Affected by Change:	<input type="checkbox"/> AUD <input type="checkbox"/> SLP
Effective Date of Change:	

Standard 1.6 The program's faculty has authority and responsibility for the program.

Requirement for Review:

- The institution's administrative structure demonstrates that the program's faculty is recognized as the body that can initiate, implement, and evaluate decisions affecting all aspects of the professional education program, including the curriculum.
- The program faculty has reasonable access to higher levels of administration.

Provide an organizational chart that demonstrates how the program fits into the administrative structure of the institution. The organizational chart should demonstrate:

- where the program is administratively housed (e.g., College of Allied Health, Department of Communication Sciences and Disorders),
- if the program has independent departmental status, and
- if the program does not have departmental status, other programs housed in the department

Program Response:

For programs without independent departmental status, describe how the program maintains authority and responsibility for the program.

Program Response:

Describe how program faculty and instructional staff have authority and responsibility to initiate, implement, and evaluate substantive decisions affecting all aspects of the professional education program, including the curriculum.

Program Response:

Describe how faculty accesses higher levels of administration.

Program Response:

Describe the reason for the change in administrative structure.

Program Response:

Describe the impact (positive and/or negative) of this change in administrative structure to the accredited graduate program.

Program Response:

Describe the process and timeline for implementing this change.

Program Response:

Please respond to the following questions only if the program is provided via distance education and/or a satellite or branch campus.

Explain how the administrative components of the distance education program are integrated with those of the residential program in the new administrative structure.

Program Response:

Explain how the administrative components of the satellite component are integrated with those of the residential program in the new administrative structure.

Program Response:

***Please submit notification and any attachments
to the Accreditation Office at caareports@asha.org.***