

Guideline for Requesting an Increase in Enrollment in a Pediatric Dentistry Advanced Education Program

POLICY ON ENROLLMENT INCREASES IN ADVANCED DENTAL SPECIALTY

PROGRAMS: A program considering or planning an enrollment increase, or any other substantive change, should notify the Commission early in the program's planning. Such notification will provide an opportunity for the program to seek consultation from Commission staff regarding the potential effect of the proposed change on the accreditation status and the procedures to be followed.

A request for an increase in enrollment with all supporting documentation must be submitted in writing to the Commission one (1) month prior to a regularly scheduled semiannual Review Committee meeting. A program must receive Commission approval for an increase in enrollment prior to publishing or announcing the additional positions or accepting additional students/residents.

The Commission will not retroactively approve enrollment increases without a special focused site visit. Special circumstances may be considered on a case-by-case basis, including, but not limited to, temporary enrollment increases due to:

- Student/Resident extending program length due to illness, incomplete projects/clinical assignments, or concurrent enrollment in another program;
- Unexpected loss of an enrollee and need to maintain balance of manpower needs;
- Urgent manpower needs demanded by U.S. armed forces; and
- Natural disasters.

Failure to comply with this policy will jeopardize the program's accreditation status, up to and including withdrawal of accreditation. If a program has enrolled beyond the approved number of students/residents without prior approval by the Commission, a special focused site visit will be required at the program's expense.

If the focused visit determines that the program does not have the resources to support the additional student(s)/resident(s), the program will be placed on "intent to withdraw" status and no additional student(s)/resident(s) beyond the previously approved number may be admitted to the program until the deficiencies have been rectified and approved by the Commission. Student(s)/Resident(s) who have already been formally accepted or enrolled in the program will be allowed to continue.

Revised: 8/10; Reaffirmed: 7/07; CODA: 08/03:22

TIMING OF REQUESTS AND RESPONSE

Requests for and approval of an increase in authorized enrollment in an advanced specialty education program in Pediatric Dentistry beyond its usual enrollment must take place prior to the implementation of the increase. Programs should be cognizant of the impending need for enrollment increases beyond its usual enrollment (e.g., a training position for one of the uniformed services, grant applications for program expansion) and proactively request permission for the increase. **The Commission will not consider retroactive requests, nor will it consider inter-cycle requests. Programs are encouraged to submit requests by no later than December 1 for Winter review and June 1 for Summer review by the Commission.** An increase in enrollment occurs when a base number is exceeded; a base number is a total complement number or enrollment pattern established at the time of the implementation of the policy (January 30, 2004) or the program's last authorized increase in enrollment. It should be noted that the requirement for *prior authorization* for increasing enrollment differs from the Commission's Major Change policy under which previous enrollment increases were reported.

Requests should be sent to the Commission on Dental Accreditation (211 E. Chicago Avenue, 19th floor, Chicago, IL 60611-2678) for review by the Pediatric Dentistry Education Review Committee and subsequent review and approval by the Commission. The Pediatric Dentistry Review Committee will review the request at the next regularly scheduled meeting.

FORMAT

The report must be clear and concise and must follow the “Required Documentation” and “Mechanics” sections illustrated within this guideline. Reports that fail to adhere to the stated guidelines may be returned to the program.

REQUIRED DOCUMENTATION (8 Areas)

Program directors must ensure that the proposed enrollment increase does not jeopardize the program’s ability to meet the Accreditation Standards.

The following documentation must be submitted with the request for enrollment increase:

1. The current enrollment in all years of the program.
2. The proposed increase in enrollment, with an indication of whether this increase is time limited (and the number of years during which it will apply) or a permanent increase.
3. The reason for the increase.
4. The ratio of teaching staff to residents before and after the proposed increase.
5. Copies of proposed resident activity schedules after the proposed increase is in effect; the schedules should indicate the residents’ activities in the 3rd and 9th months after the proposed increase takes effect. The schedules should also indicate the clinic coverage assignments of the faculty.
6. A list of all changes in faculty (additions and departures) since the program was last accredited. The specialty status and Board certification status of all new faculty should be noted.
7. The number of and types of allied support staff available to residents after the proposed enrollment increase.
8. Clinical facility/resources: operatories, resident work/study area, computer access, classroom space.

Omission of any of these eight documentation areas may postpone Commission action on the request for increase in enrollment.

MECHANICS

The following must be observed in preparing the request.

1. Cover page, which must include:
 - a. name and address of the institution
 - b. program title;
 - c. name, title, telephone number, e-mail address, and signature of individual preparing the request (this is typically the program director);
 - d. name, title, and signature of the department head;
 - e. name, title, and signature of the chief executive officer of the institution (the chief executive officer of the institution sponsoring the program must be copied on the letter transmitting the request to the Commission).
2. If documentation is extensive, a list of what is provided should be included. The actual items can be provided in an appendix, coordinated with the list by tabs.
3. One (1) three-hole punched paper copy and one (1) electronic copy (on an IBM-compatible CD or travel USB drive) should be provided; copies should not be bound into book form.

Electronic Submission: In addition to the paper copy requested, please be advised that effective January 1, 2008 the Commission requires that all accreditation correspondence/documents/reports and related materials submitted to the Commission for a program's permanent file be done so electronically. The attached Electronic Submission Guidelines will assist you in preparing your report. If the program is unable to provide a comprehensive electronic document, the Commission will accept a paper copy and assess a fee to the program for converting the document to an electronic version.

The program is responsible for assuring that the electronic copy submitted is an exact replica of the paper copy. Failure to comply with these guidelines will constitute an incomplete report.

ANNOUNCEMENT OF REVIEW RESULTS

The Commission's actions to approve or deny the request for enrollment increases in advanced specialty education programs in Pediatric Dentistry, as are other accreditation actions, will be transmitted to the institutions/programs within 30 days following the Winter (January/February) or Summer (July/August) meeting.

DENIAL OF REQUESTS

Requests will be denied if the program cannot ensure continued compliance with the Accreditation Standards as demonstrated by documentation of the major program resource areas identified in the Policy on Enrollment Increases in Dental Specialty Programs.

OTHER CHANGES IN ENROLLMENT

Decreases in enrollment on a one-time-only basis or on a permanent basis must be reported to the Commission, but do not require *prior authorization*. In the case of one-time-only decreases, programs are advised to maintain clinical experiences for the enrollment number for which they are authorized.

ASSISTANCE

Commission staff is available to answer questions about request preparation. They may be contacted toll-free at (800) 621-8099, extension 2672.

Requests should be sent to: Commission on Dental Accreditation, 211 E. Chicago Avenue, 19th floor, Chicago, IL 60611-2678.

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