

Joint Review Committee on Educational Programs in Nuclear Medicine Technology
Substantive Change - Major Curriculum Revision

When an accredited nuclear medicine technology program makes significant curriculum changes it is a substantive change and must be reported to the JRCNMT at least six months prior to the implementation date. (Refer to Policy 3.400 Substantive Change in the JRCNMT Policy and Procedure Manual).

The Executive Officers of the JRCNMT will review the documentation and make a decision within 30 days of its receipt. If there are significant complexities to the request the issue may require consideration by the JRCNMT Board of Directors at their next regular meeting.

The items listed below must be included within the program's substantive change submission to ensure the JRCNMT has adequate information to assess the planned change and determine its impact upon the program's accreditation.

1. Explanation of the purpose and goals of the curriculum revision.
Provide a narrative addressing the question. The narrative should also identify:
 - *Proposed date for publishing the new curriculum in catalog and on website*
 - *Date first cohort of students will begin the new professional curriculum*
 - *Total clinical credit and clock hours in the current and proposed curricula*
 - *Total didactic credit and clock hours in the current and proposed curricula*
 - *Total credit hours to earn the degree in the current and proposed curricula*
2. Identification of any changes to the program's mission or program-level student learning outcomes as a result of the curriculum changes.
3. Evidence that the relevant institutional committee or administrator has reviewed and approved the new curriculum. If the program is at a public institution and state-level approval is also required, evidence must also be provided demonstrating approval by the relevant committee or higher education officer.
This documentation may be minutes from the meeting where approval occurred and/or a letter of approval.
4. A side-by-side comparison of the existing and proposed curricula by semester with credit hours noted.
JRCNMT staff can provide a template for this if needed.
5. Course descriptions for all new or revised courses in the new curriculum.
Please note with each whether it's an existing course with revisions or a new course.
6. Completed JRCNMT Form G: Professional Didactic Curriculum. Graduate-level programs should also include Form H: Additional Professional Didactic Content.
Form is available on the Self-Study page on the JRCNMT website.