# GRADUATE MEDICAL EDUCATION COMMITTEE
## Program Requests

<table>
<thead>
<tr>
<th>Program Requesting Change:</th>
<th>Date presented to GMEC:</th>
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<tr>
<th>Please Check Type of Change Requested:</th>
<th>Effective Date:</th>
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- [ ] Change in Program Director
  - Current Program Director: [Click here to enter text.]
  - Proposed New Program Director: [Click here to enter text.]
  - Documents required for submission:
    - CV

- [ ] Additional Outside Rotation/ Participating Site
  - Effective Date: [ ]
  - Documents required for submission:
    - Explanation of Purpose/Educational Benefit
    - Program Letter of Agreement

- [ ] Increase in Complement
  - Effective Date: [ ]
  - Documents/Information required for Permanent Increase:
    - Educational rationale for change
    - Major changes in the program since its last review
    - Response to previous citations
    - Current block diagram
    - Proposed block diagram
    - Institutional Operative Data for the most recent academic year
    - Source of Funding
  - Document/Information required for Temporary Increase:
    - Brief Explanation of need for temporary increase and duration
    - Source of Funding

- [ ] Request for Offcycle Appointment
  - Explanation for need to hire offcycle
  - Effective Date: [ ]

- [ ] Voluntary Withdrawal of Accreditation
  - Effective Date: [ ]

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<tr>
<th>Number of Residents/Fellows Currently Enrolled:</th>
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- If Residents/Fellows enrolled, please attach plan for placement.

- [ ] Review of Progress Report
  - Progress Report/Clarifying Information Due Date: [ ]
  - Documents/Information Required:
    - Progress Report

Program Director Signature

Department Chair Signature

*In order for your request to be considered at the GMEC meeting, this form and required documents must be submitted to the Graduate Medical Education office by the 3rd Wednesday of the month.*

This form can be found on the GME website at [http://www.lsuhscshreveport.edu/GME/ResourcesforProgramsandCoordinators.aspx?srcaud=GME](http://www.lsuhscshreveport.edu/GME/ResourcesforProgramsandCoordinators.aspx?srcaud=GME)

Revised 8/2014