



# Program Complement Change Requests

University of Arizona College of Medicine – Tucson (UACOM-T)  
Graduate Medical Education Committee - Policies and Procedures

## Purpose

The complement of residents in a program must be commensurate with the total capacity of the program to provide each resident with a sufficient educational experience.

In compliance with the ACGME Institutional Requirements, the UACOM-T GMEC must review and approve program requests for permanent changes in resident/fellow complement. This requirement ensures that the educational value of the program is not compromised with the addition or deletion of residents in the program.

This policy sets forth a process for the submission of requests for complement changes for GMEC review.

## Process

1. Programs should adequately assess their complement needs early, to ensure enough time for GMEC review, and to meet relevant ACGME Review Committee and Match programs deadlines.
2. Programs interested in requesting a complement change must complete the “Request for Program Complement Change” form (attached).
3. The “Request for Program Complement Change” form is completed and reviewed by the GMEC for both Temporary and Permanent complement changes.
4. The completed form is submitted to the GME office for review to ensure it is completed correctly prior to submission to GMEC.
  - a. **For programs requesting an increase in complement:**
    - i. All requests for complement increases must be submitted during two fixed time periods each year for the requested change to begin the following academic year.
    - ii. Requests may be submitted **July through August** to ensure all requests submitted during this time period are reviewed by the end of the September GMEC meeting.



- iii. Requests may be submitted **December through January** to ensure all request submitted during this time period are reviewed by the end of the February GMEC meeting.

**b. For programs requesting a temporary increase in complement to accommodate a resident leave of absence or for educational remediation:**

- i. Requests may be submitted at any time.
- ii. The “Request for Program Complement Change” form does not need to be completed.
- iii. The request will be reviewed by GMEC at the next scheduled meeting for oversight.

**c. For programs requesting a decrease in complement:**

- i. Requests may be submitted at any time.
  - ii. The request will be reviewed by GMEC at the next scheduled meeting.
5. If GMEC approval is granted, programs will be notified to submit the request through ADS for final approval by the relevant Review Committee (RC).
  6. IF RC approval is granted, programs must submit quota changes (if applicable) to the NRMP, or other relevant Match program.
  7. Programs are fully responsible to know the ACGME RC and Match timelines to ensure requests are submitted early enough to be considered for the next academic year.
  8. Exceptions to the timelines outlined in this policy are considered only in extraordinary circumstances and require DIO approval.

Effective: July 2022

Revised: February 2024, approved by GMEC 03/01/2024