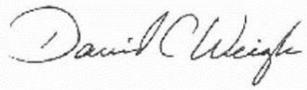


**Policy Title:** Complement and Additions in Programs



**Original Date:** October 2010  
**GMEC Endorsed:** July 2016  
**Next Revision Date:** July 2022

David C. Weigle, PhD, MPH  
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**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.

**PROCEDURE:**

When a program needs to:

- increase or decrease its approved resident/fellow complement;
- apply for accreditation or approval from the ACGME, another accrediting agency or the Texas Medical Board;
- withdraw a program, or;
- add or delete a participating site,

the program must submit an appropriate application for such action(s) to the UT Southwestern Graduate Medical Education office. Completed applications will be reviewed by the Complement and Addition in Program (CAP) committee, a subcommittee of the Graduate Medical Education Committee (GMEC), and then submitted to GMEC with a recommendation regarding approval of the application.

**Timing of Committee Meetings**

The CAP committee will convene at least quarterly. Programs should adequately assess their application needs well in advance of the deadlines set by the ACGME Residency Review Committees and/or other accrediting/approving bodies to allow the CAP committee sufficient time to review their application and present to GMEC. This will allow the program enough time to make any suggested changes before final submittal to the ACGME or other agency.

**Documentation Required**

For new program requests, a copy of the completed application form(s) required by the accrediting/approving body(ies) must be submitted along with the CAP application. For non-ACGME new program requests, a copy of any relevant program and/or institutional requirements must also be submitted.

The CAP committee may require additional documentation and will, in such instances, communicate these requirements to the program.

**Notice of CAP committee Review decision**

Once the CAP committee has completed the review of the program application, one of the following recommendations will be submitted to the GMEC:

- Approved
- Approved with stipulation – the application is approved pending specific changes.
- Denied – with brief summary of reason for denial.

- Deferred – with brief summary of documentation or information missing from the form along with re-submission instruction.

The program will be notified after the GMEC makes a decision regarding the application.