

C. Voluntary Withdrawal of Accreditation

For Professional Programs: Any institution/entity sponsoring a program may request a voluntary withdrawal of accreditation from CAATE at any time. To initiate a voluntary withdrawal, the institution must notify the CAATE Office in writing of its desire to discontinue the program's accreditation status. The notification must include:

- a. Signatures of appropriate institutional officials. The notification of withdrawal must be signed by the president/CEO or an administrator who has the authority to speak and act on behalf of the institution/entity.
- b. The desired effective date of the voluntary withdrawal must be clearly stated. Students who graduate after the effective date of withdrawal will not graduate from an accredited program and therefore will not be eligible to sit for the BOC examination.
 - (1) The program must indicate when the last class of students graduated or will graduate and how current or recruited students will be informed of the institution's decision to withdraw accreditation.
 - (2) The program must provide a "teach-out plan" for any currently enrolled students or students who will be enrolled prior to the withdrawal. This includes documentation of how currently enrolled students will be protected and assisted in 1) completing the program, or 2) identifying an alternative academic program within the institution, or 3) assisted in transferring to another program. The plan for protecting currently enrolled students, including either teach-out or transfer will be agreed upon by the institution and the Commission. If the teach-out plan is incomplete or if the non-compliant standard(s) impact student safety, appropriate instruction, fair practice or employability, or other student concerns, the Commission may choose to not recognize the voluntary withdrawal.

- (3) The program must provide documentation available to the public that the AT program has voluntarily withdrawn from accreditation.
 - (4) Students must be informed that if they graduate after the effective date of withdrawal, they will not be eligible to sit for the BOC examination.
- c. Programs must identify the location where all records for students who have completed the program will be kept.
 - d. Once documentation has been received and accepted by the Commission, a letter will be sent from the CAATE Office to the institution recognizing the effective date of voluntary withdrawal. This letter should be kept on file by the institution. If any information is missing from the institution's letter initiating voluntary withdrawal, that information will be requested by the CAATE Office prior to any CAATE action recognizing the voluntary withdrawal request. Programs must continue to pay the annual accreditation fee and complete annual reports until the effective date of withdrawal.
 - e. It is expected that programs will remain in compliance with ALL Standards during the withdrawal process. Programs that have non-compliances with the Standards will be required to complete Progress Reports on the non-compliant Standards until the withdrawal date.
 - f. If a program voluntarily withdraws their accreditation, the program may not submit intent to start a new program while students are still in teach-out.
 - g. Students may not be admitted, enrolled, or matriculated into the program after the notification of intent to withdrawal has been accepted by the CAATE.
 - h. Regional accreditor will be notified when a program Voluntarily Withdraws accreditation.