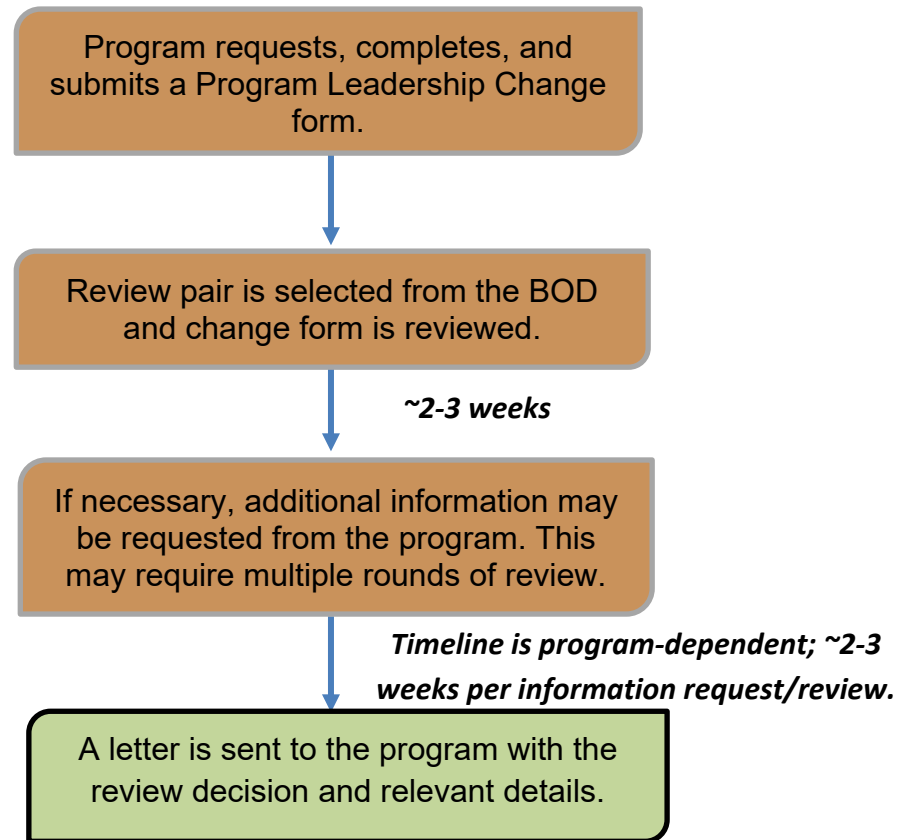


ACGC Program Leadership Change Review Process

Times noted are approximate



ACGC Program Leadership Change Review Process - Expanded

- 1) Programs can request a Program Leadership Change form from the ACGC Executive Office (EO) at any time.
- 2) Programs can submit the Program Leadership Change form to the EO at any time; however, the form must be submitted at least 30 days prior to the implementation of the change. Exceptions to this rule are made for emergency circumstances.
- 3) Once received, the EO will select a review pair from the members of the Board of Directors (BOD) and confirm availability.
- 4) Once the review pair has been confirmed, the EO will assign read permissions to the submission within the database and connect the two via email. It is asked that the review pair make a determination, whether it be approval/denial or that additional information is needed, within approximately two to three weeks.
 - a. If a determination is made pertaining to approval/denial, the ACGC EO will send a formal letter informing the program of the decision and any associated details, such as an expiration date or conditions in connection with the decision.
 - b. If the review pair has additional requests for information, the EO will send a letter to the program detailing these requests and including any templates that may be helpful in responding to the request. The program is generally asked to provide this information within two weeks from the receipt of the letter.
 - c. Once the information is received, the EO will pass this on to the review pair.
 - d. The review pair will review the additional information in the context of the original submission and either make a final determination or request additional information. The timeline for this process is program-dependent; multiple rounds of review may be required.