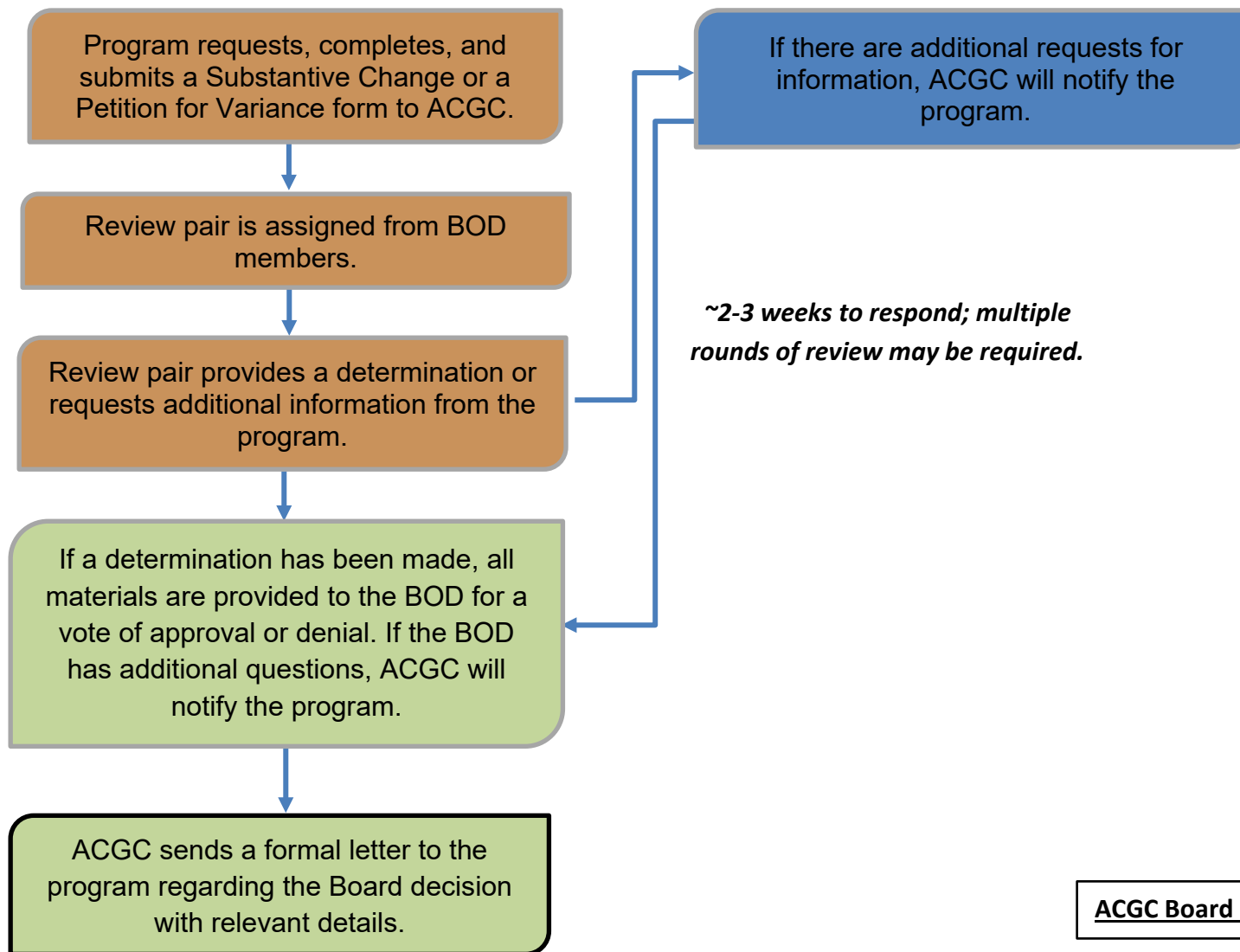


ACGC Substantive Change/Petition for Variance Review Process

Times noted are approximate



ACGC Substantive Change/Petition for Variance Review Process - Expanded

- 1) Programs can request a Substantive Change or Petition for Variance form from the ACGC Executive Office (EO) at any time.
- 2) Programs can submit a Substantive Change or Petition for Variance form to the EO at any time. The associated fee to each of these review types must be received by the EO prior to review starting.
- 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 recommendation will be brought to the BOD at the next scheduled meeting for a formal vote. All submitted materials will be provided to the BOD for review prior to the meeting. If the Board has additional questions of the program, the request for information process described below will be followed.
 - 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.
- 5) Once the BOD has voted to come to a formal decision, the 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.