

Request for Inactive Status

Instructions



In accordance with the Inactive Status Policy, programs must submit a Request for Inactive Status when a program is not currently enrolling new students and temporarily do not plan to enroll students for a minimum of two consecutive years. A program may apply for and hold inactive status while still completing the educational requirements for currently enrolled students. Students graduating from a program that holds inactive status at the time of their graduation are still considered graduates of an accredited program. The Request for Inactive Status and supporting documentation must be submitted electronically through Armature and approved by ACGC prior to implementation.

You do not need to complete the form in one sitting. The system will allow you to enter responses, save your current progress and finish the submission later. Please contact the [ACGC Executive Office](#) with any questions.

- **Do not use the back button in your browser without saving your data first or it will not be saved.**
- **To save your work at any point, click the Save button at the top of the page.**

If you need to upload any attachments, the system will allow you to upload documents in the appropriate area.

- You can upload only one document in each field that contains an upload link. If you have multiple documents for that field, they will need to be linked into one pdf document.
- To upload multiple documents at once:
 - On the top right navigation, click on the Documents tab.
 - Upload your documents.
 - For each uploaded document, navigate to the question for which the document is intended. Beneath the upload link in the question field, select the appropriate document from the list in the drop down.
- To view or remove the uploaded documents:
 - On the top right navigation, click on the Documents tab.
 - If you exit the survey, the Documents section may be accessed at the top of the navigation menu on the Instrument Summary Response page.

Contact Information of Program

Please enter contact information that will be accurate throughout the Inactive Status (to the best of your knowledge):

Date of Submission:

Program Name:

Sponsoring Institution:

Address:

Program Website:

Program Director Information

Name:

Business Address:

Email Address:

Telephone:

Administrator: Please provide contact information of the Administrator to whom the Program Director is responsible.

Name:

Business Address:

Email Address:

Telephone:

Inactive Status Notification

Q-1

What is the program's proposed pause date for admissions?

What is the intended length of time of the Inactive Status?

Q-2

Please provide the rationale for why the program is requesting Inactive Status. The explanation can be shared in the box below or uploaded as an attachment.

No document provided

Q-3

Please confirm that there are no students planned to matriculate while the program holds Inactive Status.

Q-4

Please upload a general description of resources (faculty/supervisors, financial, advisors, physical facilities, etc.) available to enrolled students and any changes in those resources leading up to the implementation of the Inactive Status.

No document provided

Q-5

Please provide descriptions of...

How the program will maintain compliance with all ACGC Standards until all remaining students have graduated.

Once all students have graduated, how the program will maintain compliance with the ACGC Standards during the Inactive Status period.

Q-6

What are the plans for the program's conclusion of the Inactive Status period?

Student and Curriculum Considerations

Q-7

Number of currently enrolled students:

Q-8

Please upload the plans for student completion of graduation requirements and the date of expected completion for each student. Within the plan, please make note of any potential exceptions, such as remediation plans.

No document provided

Q-9

Please detail a description of plans for enrolled students who may need to extend their training beyond the program's Inactive Status date due to an LOA or other circumstances.

Q-10

Please provide a description of how the program will ensure that current students are provided with all curricular components and instruction promised by the program and sponsoring institution.

Communication Considerations**Q-11**

Describe how enrolled students have been or will be informed of the program's pending Inactive Status and implications of the status (including but not limited to eligibility to sit for the ABGC certification exam, how students may continue to request copies of their records, etc.) and the estimated dates of these communications.

Q-12

Describe how the program has or will notify prospective students of the Inactive Status, such as changing website information and other announcements.

Q-13

Describe how the program's interested parties, such as instructional faculty, supervisors, Advisory Board, and others have been or will be informed of the Inactive Status and the details thereof.

Leadership and Program Team Status

Q-14

Upload an informational document detailing who will remain on the leadership and program team, their roles, FTE status, and specific responsibilities during the Inactive Status period.

No document provided