



Voluntary Withdrawal FAQ's

- 1. How long can a program be in the withdrawal phase without having to do a self-study if they are scheduled for one?** A program who has submitted their voluntary withdrawal documentation to the CAATE and has been notified that the withdrawal date and documentation is satisfactory will not have to do a self-study. However, programs going through Voluntary Withdrawal are expected to remain in compliance with the Standards and must continue to submit Annual Reports, submit any Progress Reports, and pay annual accreditation fees until the approved date of withdrawal.
- 2. If the institution decided to close the program upon the conclusion of their accreditation cycle (e.g. 2017-2018) would the students graduating in that May be eligible to sit for the BOC?** Yes. A program will need to submit their Voluntary Withdrawal documentation and have it approved by the CAATE.
- 3. Would there be a possibility to obtain a one year extension of accreditation after which the program after a program closes?** According to the P & P, once the CAATE approves the programs Voluntary Withdrawal date, the program cannot admit students. So if the program has submitted their Voluntary Withdrawal documentation with teach out plan, the closing date should be after the last class graduates.
- 4. Programs Voluntarily Withdrawing for Standard 11: Will they have to continue to submit a Progress Report even though the program mathematically will not meet the 70%?** Yes. 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.
- 5. Programs who are Voluntary Withdrawing for Standard 11: If a program is making progress (established plan is working) toward achieving the 70% first time pass rate, can they get an extension on probation?** Automatic extensions are not granted, however a program can appeal at the point that the CAATE would move to withdraw accreditation.

6. **Programs who are Voluntary Withdrawing and are NC with Standard 30.** The program will most likely not hire a faculty member to meet this requirement. A program will continue to submit progress report indicating how the instructional needs of the program are being met.
7. **Programs who are Voluntary Withdrawing and Program Director leaves.** Program names an interim PD that is not qualified. The Program must submit a Substantive Change for interim PD and follow the Substantive Change process. The program may be placed on probation for not having a qualified Program Director in place. Programs must continue to submit progress reports on how the administrative and instructional needs of the program are being met during voluntary withdrawal.
8. **Program already has a professional master's degree program and is phasing out undergraduate program. What is the absolute latest a program could submit the letter of Voluntary Withdrawal and still not have to do a self-study/site visit?** Could a program submit the letter on June 30 and then not submit a self-study (which is due July 1st)? Voluntary Withdrawal materials must be approved by the CAATE Office. It is recommended that the program submit documentation for Voluntary Withdrawal by June 1. The program could not accept students for that fall.
9. **Freshmen enroll in the Intro class in the fall and then they are admitted during the spring semester. They begin the professional phase of the program during the following fall. If a Voluntary Withdrawal letter is submitted in June (e. g. 2017), could this new cohort begin the professional phase of the program in the fall (2017)?** Is the date based on when they were actually admitted or when they actually begin the professional phase of the program? Students may not be admitted, enrolled, or matriculated into the program after the Voluntary Withdrawal documentation has been approved by the CAATE.
10. **Will a program who is Voluntary Withdrawing have to remain compliant with Standard 30 if they are in the last year of their teach-out plan?** If withdrawal is voluntary, all aspects of the programs closure plan, including their teach-out plan and staffing levels, must be approved by the Commission.
11. **If my program is not transitioning to a master's program, do we have to do Voluntary Withdrawal?** Yes, programs who are not transitioning to the master's degree must complete Voluntary Withdrawal. Instructions to Voluntary Withdrawal are located on the [CAATE Website](#).