This policy addresses interruptions that may occur to an ACAOM-accredited program.

1. INTENTIONAL PROGRAM CLOSURE

When an institution deliberately intends to close a program, the institution must timely notify ACAOM of a 1.12 change (…closing a program) or 2.05 change (voluntary withdrawal of accreditation), pay the corresponding fee, and complete all associated teach-out obligations. Closed programs lose their ACAOM accreditation status.

2. SUSPENDING MATRICULATION OF A SINGLE STUDENT COHORT

In the event an institution/program voluntarily suspends the matriculation of a single student cohort, the institution/program must:

   A. Timely notify ACAOM of a 2.06 change (suspending matriculation of a new student cohort), provide justification for the proposed suspension, and pay the associated change fee.

Examples of reasons that may justify suspending matriculation include but are not limited to:

1. Change in mission
2. Significant departure in program objectives
3. Significant change to an accredited AOM program
4. Financial exigency
5. Lack of student interest and/or weak enrollment
6. Loss of qualified faculty/academic leadership
7. Destruction of an institution or a significant part of its facilities
8. Regulatory changes and inability to timely/appropriately react
a. Federal level
   i. Program unable to satisfy gainful employment expectations
b. State level
   i. Changes to state authorization regulations
   ii. Changes to state professional licensure requirements
c. Accreditor
   i. New or revised Standards and/or Criteria for accreditation requiring reworking of program
   ii. The program is no longer within the accreditor’s scope of recognition
   iii. A supervening ACAOM-accredited program is more attractive to applicants and the institution needs time to rethink/re-tool a program

B. Submit a detailed plan for addressing the reason(s) for suspension and resuming student matriculation into the program at the next scheduled admission period signed by its president and Board chair;

C. Pay the annual sustaining accreditation dues; and

D. Submit any supplemental reports ACAOM may require.

3. INACTIVE STATUS

In rare circumstances it may be necessary for an institution to suspend matriculation of students for more than one anticipated admission period and request to place an ACAOM-accredited/pre-accredited program on “inactive” status whereby the program will retain its accreditation status for a brief period subject to the following terms and conditions:

The institution must:

A. Timely notify ACAOM of a 2.06 change (suspending matriculation of a new student cohort), provide justification for the proposed suspension, and pay the associated change fee.
B. Submit a detailed plan, signed by its president and Board chair, for addressing the reason(s) for suspension and “reactivating” the program within a time period not to exceed two calendar years from the date of initial suspension of cohort matriculation;
C. Pay the annual sustaining accreditation dues each year for the inactivated program; and
D. Submit any supplemental reports ACAOM may require.

When granted, inactive program status:

1. is for a period of one (1) calendar year at a time.
2. with extensions, may not exceed a total period of two (2) successive calendar years.
3. may not extend beyond a program’s current term of ACAOM-accreditation.

No new student cohorts may be enrolled during the period in which a program is inactive.

During the inactivation period the program remains subject to ACAOM oversight – including all reporting requirements and associated fees.

If ACAOM grants a request to inactivate a program this will be reflected in the institution’s public notice entry on ACAOM’s directory. Published materials and electronic media must report the institutional/programmatic
accreditation status and relationship with the Commission using only the language provided by the Commission where applicable.

Requests to extend a program’s inactive status must be submitted to ACAOM prior to the expiration of the time period granted. If an institution fails to timely notify ACAOM of its intent to extend a program’s inactive status, or to re-activate a program, the program is subject to withdrawal of the program’s accreditation status and the institution will be directed to implement a teach-out plan, if relevant.

Reactivated programs are subject to procedures and fees as directed by ACAOM which may include, but are not limited to, a new or refreshed self-study, supplemental report(s), site visit, and associated fees.

4. SUSPENDED MATRICULATION NOTIFICATION LAPSE

If an institution fails to notify ACAOM that it has not admitted students into an ACAOM-accredited program for two (2) or more successive anticipated enrollment periods, ACAOM will deem the program “closed” and the institution will be directed to implement a teach-out plan for any student(s) then currently enrolled in the program. The institution will also be subject to a 1.12 change notification fee and late notice fee penalty.

Revised

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<tr>
<th>Date Revised</th>
<th>Summary of Revisions</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>7 June 2019</td>
<td>Initial implementation</td>
<td>ACAOM Exec Committee</td>
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Revision History