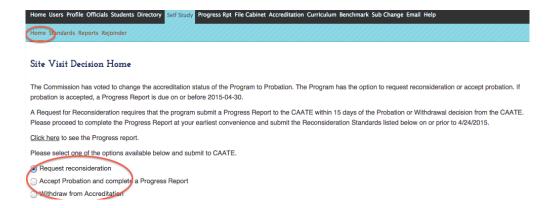
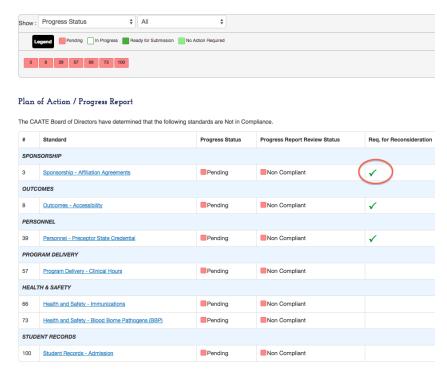
## **Request for Reconsideration**

A request for reconsideration allows a program that feels they are in compliance to submit documentation verifying that they are indeed compliant with the cited Standards. Documentation must be submitted to the CAATE within 15 days of the Probation or Withdrawal decision from the CAATE in the form of a Progress Report within eAccreditation. If a program chooses to accept Probation or Withdrawal, the request for reconsideration does not need to be completed.

 Program will select 'Request Reconsideration' and notification will be sent to the CAATE

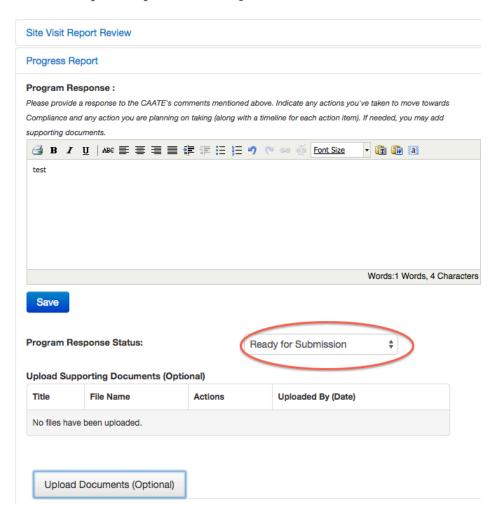


 Navigate to the 'Progress Report' tab to view which Standard(s) require a response for reconsideration (you will see a green check mark next to the Standard(s)

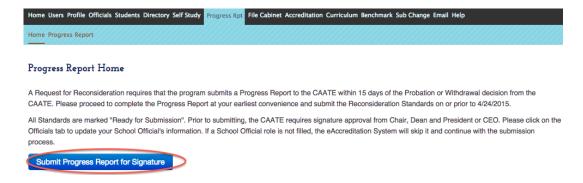


Provide program response and upload (if necessary)

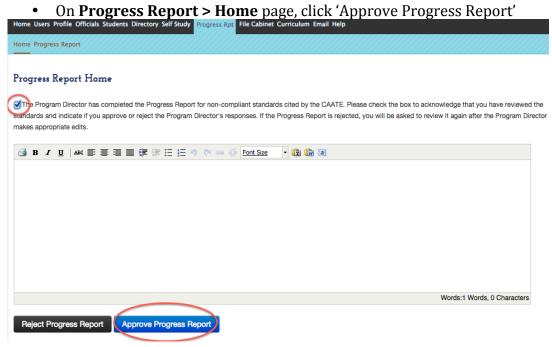
 Mark the Program Response as 'Ready for Submission' Standard 3. Sponsorship - Affiliation Agreements



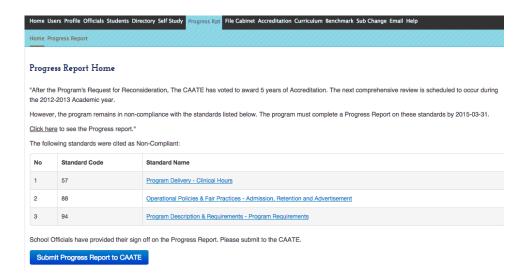
- Once all Standards required for the request for reconsideration are marked as 'Ready for Submission' the Program Director can submit for signatures
  - The program will have 15 days to submit the request for reconsideration (including signatures by all Program Officials)
  - Sign off required from Department Chair, Dean, Provost, and President
- Navigate to the **Progress Report > Home** page to 'Submit Progress Report for Signatures'



An email notification will be sent to all program officials requesting sign off



- Once all signatures are complete the Program Director can then Submit to the CAATE
- Go to Progress Report > Home page, click Submit to CAATE



- Please note: the program can continue working on the other Standards (those not required for reconsideration) at the same time (these are NOT required to be submitted at the time of reconsideration)
  - Once the request for reconsideration has been submitted and signature process is in progress, the Program Director will have readaccess only to the Standards (if applicable)
  - After the sign off and the Program Director has submitted the Request for Reconsideration to the CAATE, the Program Director will have write-access to the Standard(s) again (if applicable)

## **Withdrawal**

A program may choose to Withdrawal from Accreditation.

Navigate to the 'Substantive Change' tab to submit withdrawal from accreditation

