

## **Annual Status Report Procedure**

An Annual Status Report is required for each accredited agency. The Annual Status Report document is provided to each accredited agency by the Administrative Office on April 1<sup>st</sup> of each calendar year and is due July 1st of each calendar year.

Accredited On Notice – when an agency fails to submit the Annual Status Report, the Administrative Office shall issue a deficiency notice the first business day following July 1st. An accredited on notice will not affect the accreditation status of the agency.

Agencies can be on notice no longer than 30 days.

Probation – when an agency fails to respond to an accredited on notice from the Administrative Office, the accredited agency will be placed on probation for a period not to exceed 30 days. A Notice of Probation shall be sent to the program administrator and highest ranking institution office using verifiable delivery receipt method. A Notice of Probation will not affect the accreditation status of the agency.

Recommendation to Withdraw Accreditation – when an agency fails to respond to a Notice of Probation and remains in noncompliance with the Annual Status Report, the accredited agency will be notified of a Recommendation to Withdraw Accreditation.. A Recommendation to Withdraw Accreditation shall be sent to the program administrator, highest ranking institution office, and DABOG using verifiable delivery receipt method.

Formal Withdraw of Accreditation – when an agency fails to respond to a Recommendation to Withdraw Accreditation and remains in noncompliance with the Annual Status Report, then the agency's accreditation status will be voted on by the DABOG at the fall meeting.

# Annual Status Report

## INSTITUTION OR ORGANIZATIONAL NAME

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### MAILING ADDRESS

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Mailing Address

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Town/City

State

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Postal Code

Country

### CONTACT INFORMATION

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Program Administrator

Title

Telephone Number

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FAX Number

E-Mail Address

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Vice President of Academic Affairs

Telephone Number

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FAX Number

E-Mail Address

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President

Telephone Number

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FAX Number

E-Mail Address

## INSTITUTIONAL ACCREDITATION INFORMATION

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Accrediting Body

Type of Accreditation: \_\_\_\_\_ Status of Accreditation: \_\_\_\_\_

Most Recent Reaffirmation of Accreditation: \_\_\_\_\_

Next Reaffirmation of Accreditation: \_\_\_\_\_

## IFSAC ACCREDITATION INFORMATION

Degree Programs Accredited:

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Changes in Programs:

*Provide an explanation on any significant changes in the programs listed above.*

Status of Recommendations and Requirements:

*Provide an explanation on how any outstanding recommendations or requirements from the last accreditation site visit have been met.*

## PROGRAM INFORMATION

Program Website URL:

Program Outcomes URL:

Program Student Learning Achievement URL: