

Request for Withdrawal of an ACGME Accredited Program

The GME office will need a letter requesting the withdrawal of the accreditation. The letter needs to address the following:

1. The reason for the withdrawal
2. Whether there are any current residents/fellows in the program.
3. Whether you have recruited future residents/fellows who are planning to join your program, even if you will plan to train them in the non-accredited program.
 - a. You will need to provide a copy of the letter you sent to all of the future residents/fellows advising them that the program will not be accredited after this year.
 - b. If these residents/fellows matched to your program, or if you have offered training spots outside of the match, you are obligated to assist all future residents/fellows in finding another accredited program in the same specialty. Otherwise, we will have to delay the withdrawal until these contracts are honored.
 - c. The withdrawal will have to go into effect at the end of the academic year. The ACGME will not accept earlier withdrawal dates. Please keep in mind that your program will continue to be held responsible for all ACGME activities until the withdrawal becomes effective in the ACGME system (WebADS).
 - d. Once GMEC approval is obtained we can submit the request into WebADS to request RRC approval. Below are the ACGME guidelines for voluntary withdrawals. Please read them over to be sure you understand the impact of this decision.
 - e. As far as advising other agencies, you need to consider where your program routinely advertises for recruitment. You may need to contact those organizations to take care of removing your program. If you participate in the NRMP match, you will need to withdraw the program from the NRMP system, ERAS and FRIDA online (if you use all of these).

The Program Director must attend a GMEC meeting to request approval to withdraw before the GME office can submit it to the ACGME.

The letter must be received in the GME office at least a week prior to the GMEC meeting that the PD is going to attend and request approval to withdraw.

Section:

18.80 Voluntary Withdrawal of Accreditation: A program or sponsoring institution may request Voluntary Withdrawal of Accreditation.

a. Programs

(1) Such a request must:

- (a) indicate Designated Institutional Official (DIO) and Graduate Medical Education Committee (GMEC) approval;
- (b) be submitted through the Accreditation Data System (ADS);
- (c) have an effective date that should coincide with the end of the current academic year; and,
- (d) state whether residents and/or fellows are currently enrolled, and if so, describe a plan for placement.

(2) A program that has requested Voluntary Withdrawal of Accreditation:

- (a) may not accept new residents and/or fellows;
- (b) may not request “reversal” of the action after submitting the request (regardless of the proposed effective date);
- (c) may seek re-accreditation after a period of 12 months following the effective date of the Voluntary Withdrawal; and,
- (d) through its sponsoring institution, is responsible for placement of its current residents in other ACGME-accredited programs.