



## Application to Request Withdrawal of Currently-Approved Credential Program

The institution listed below hereby notifies the Commission (CTC) that it no longer plans to offer the program listed below and requests that a CTC-approved educator preparation program be withdrawn. Submission of this application indicates that the institution has read and understands the terms and procedures required for withdrawal status. Please review [Chapter 3](#) in the handbook. In addition, the institution understands that the withdrawal of a program formalizes that it is no longer part of the institution's accredited program offerings. All withdrawn programs will not be eligible for re-approval by the Commission for one year after the effective withdrawal date. The institution understands that no additional recommendations may be submitted for the credential listed below by the institution listed below beyond the effective withdrawal date.

Institution:

Submission Date of Application (*submission date is not the effective date*):

Name of Approved Program:

Type of Credential:

Semester/Quarter/Term for Last Candidates(s) to be Admitted:

Requested Effective Date for Withdrawal Status (*see below*)

Number of Students Currently Enrolled as Submission Date of Application:

Date/Anticipated Date of Completion for Last Candidate(s) Enrolled (*occurs prior to withdrawal date*):

Name of Unit Head (Dean, Superintendent)

Title

Signature

Date

**Mail, fax, or email the SIGNED form to:** Commission on Teacher Credentialing  
Attn: PSD-Withdrawal Request  
1900 Capitol Avenue  
Sacramento, CA 95811  
**Fax:** 916-327-3165      **Email:** accreditation@ctc.ca.gov

*Important Note: The program will not be allowed to recommend candidates after the date of withdrawal. Effective date cannot be prior to the next [regularly scheduled Committee on Accreditation meeting](#). The institution must have made a reasonable effort to ensure that all candidates with program requirements outstanding have been notified and provided sufficient opportunity to complete the program in a reasonable timeframe. Applications with a requested effective date prior to the submission date will be returned.*

### COMMISSION USE ONLY

Date of COA Action

Effective Date of Withdrawal