***Online/Student Copy***

Active and Inactive Student Policy ACT

As an ATS student you have the convenience of completing your lectures, quizzes, and assignments on your own time within the requirements of each course. However, in order to remain an Active student with ATS you must initiate, or respond to, communication with your online facilitator at least once every two weeks. Exception will be made if you inform us of extenuating circumstances. This will help ATS be attentive to students who are committed to the program. As a student of the ACT program, you are on the accredited track. This means that you should clearly know the expectations for a student following the ACT program. Please refer to the attached document to better understand the expectations for an ACT student.

If after one month the following attempts to contact you are unsuccessful you will be moved to the CMT course track (Non-accredited):

1. An email requesting an update on your status or interest in the program.
2. An email from Tom Mangham requesting an update on your status or interest in the program.
3. An email to your National Director, Regional Director, or Vice Continental Vice President urging them to encourage you to continue in the program or to notify ATS of your discontinuation.
4. A final email notifying you that you have been moved to the CMT program.

NOTE: exceptions will be made if you inform your ATS on-line facilitator of extenuating circumstances such as:

* Loss of internet connection
* Computer loss or crash
* Busy travel schedule and thus out of town for a period of time
* Family emergency
* Extremely busy time of year such as:
	+ Christmas / Easter / Special Conferences / Holidays

\*You will be considered inactive if we are still unable to contact you after you have gone through the inactive process for CMT students.

Active and Inactive Student Policy CMT

As an ATS student you have the convenience of completing your lectures, quizzes, and assignments on your own time within the requirements of each course. However, in order to remain an Active student with ATS you must initiate, or respond to, communication with your online facilitator at least once a month. Exceptions can be made if you inform us for extenuating circumstances. This will help ATS be attentive to students who are committed to the program.

You will be considered Inactive if the following attempts to contact you are unsuccessful:

1. An email requesting an update on your status or interest in the program.
2. An email from Tom Mangham requesting an update on your status or interest in the program.
3. An email to your National Director, Regional Director, or Vice Continental Vice President urging them to encourage you to continue in the program or to notify ATS of your discontinuation.
4. A final email notifying you that you are Inactive.

NOTE: exceptions will be made if you inform your ATS on-line facilitator of extenuating circumstances such as:

* Loss of internet connection
* Computer loss or crash
* Busy travel schedule and thus out of town for a period of time
* Family emergency
* Extremely busy time of year such as:
	+ Christmas / Easter / Special Conferences / Holidays

***Manual/Staff Copy:***

Active to Inactive Student Policy ACT

To remain Active, ACT student must initiate, or respond to, communication with his or her online facilitator at least once every two weeks. If student does not respond to communication from ATS staff after one month, the student should be moved to the CMT track by the online facilitator.

One Month:

 1. Student should be notified of their transition to CMT track.

\*If student is still unresponsive, the four steps for making a CMT student inactive should be followed.

NOTE: exceptions will be made if you inform your ATS on-line facilitator of extenuating circumstances such as:

* Loss of internet connection
* Computer loss or crash
* Busy travel schedule and thus out of town for a period of time
* Family emergency
* Extremely busy time of year such as:
	+ Christmas / Easter / Special Conferences / Holidays

Active to Inactive Student Policy CMT

To remain Active, student must initiate, or respond to, communication with his or her online facilitator at least once a month. If student does not respond to communication from ATS staff after three months, the following process should be followed to set the student to Inactive.

Three months:

1. An email requesting an update on student’s status or interest in the program

Four months:

1. An email from Tom Mangham requesting an update on your status or interest in the program.

Five Months:

1. An email to your National Director, Regional Director, or Continental Vice President urging them to encourage you to continue in the program or to notify ATS of your discontinuation.

Six Months:

1. A final email notifying you that you are Inactive.

\*This means that from the last contact, students will be given 6 months before going Inactive.

NOTE: exceptions will be made if you inform your ATS on-line facilitator of extenuating circumstances such as:

* Loss of internet connection
* Computer loss or crash
* Busy travel schedule and thus out of town for a period of time
* Family emergency
* Extremely busy time of year such as:
	+ Christmas / Easter / Special Conferences / Holidays