

**Action Verb List**

AdvancED insists that every Required Action or Opportunity for Improvement use an “action oriented verb” to ensure that the improvement will take place in the institution. See additional tips at the bottom of the page.

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| **Adapt** | **Construct** | **Explain** | **Mentor** | **Resolve** |
| **Address** | **Consult** | **Facilitate** | **Model** | **Respond** |
| **Adhere** | **Coordinate** | **Focus** | **Modify** | **Restore** |
| **Administer** | **Correspond** | **Follow** | **Monitor** | **Retrieve** |
| **Advise** | **Counsel** | **Form** | **Observe** | **Review** |
| **Align** | **Create** | **Formulate** | **Offer** | **Revise** |
| **Allocate** | **Critique** | **Gather** | **Organize** | **Schedule** |
| **Analyze** | **Delegate** | **Generate** | **Oversee** | **Screen** |
| **Anticipate** | **Demonstrate** | **Guide** | **Participate** | **Secure** |
| **Arrange** | **Deploy** | **Identify** | **Plan** | **Select** |
| **Articulate** | **Design** | **Implement** | **Prepare** | **Show** |
| **Assemble** | **Determine** | **Improve** | **Prioritize** | **Solicit** |
| **Assess** | **Develop** | **Incorporate** | **Produce** | **Specify** |
| **Assign** | **Devise** | **Increase** | **Promote** | **Structure** |
| **Attain** | **Direct** | **Inform** | **Provide** | **Supervise** |
| **Audit** | **Disaggregate** | **Initiate** | **Publicize** | **Supply** |
| **Budget** | **Disseminate** | **Inspect** | **Quantify** | **Support** |
| **Clarify** | **Display** | **Instruct** | **Question** | **Synthesize** |
| **Classify** | **Document** | **Integrate** | **Receive** | **Tabulate** |
| **Coach** | **Draft** | **Interpret** | **Recognize** | **Take** |
| **Collaborate** | **Edit** | **Interview** | **Recommend** | **Train** |
| **Collect** | **Eliminate** | **Introduce** | **Record** | **Translate** |
| **Commit** | **Employs** | **Investigate** | **Recruit** | **Update** |
| **Communicate** | **Enable** | **Involve** | **Refer** | **Upgrade** |
| **Compare** | **Engage** | **Listen** | **Release** | **Use** |
| **Compile** | **Enlist** | **Locate** | **Reorganize** | **Utilize** |
| **Conduct** | **Establish** | **Manage** | **Report** | **Validate** |
| **Consolidate** | **Evaluate** | **Meet** | **Research** | **Work** |

Tips to remember:

* Required Actions must use verbs that are clearly related to ***action***.
* Verbs like “consider,” “maintain,” and “continue” are not acceptable.
* The verbs “improve” and “implement” are acceptable only when used with exactly what should be improved or implemented and contain a reference to measures.
* Institutions will be held accountable for progress toward Required Actions outlined by the External Review Team. Make sure those Required Actions are clear, “actionable,” and attainable.

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