



April 22, 2014

*Re: Accrediting Commission Report
April 2014 Meeting
(via email distribution)*

Dear ACCET Members and Other Colleagues:

This letter provides information regarding actions undertaken by the ACCET Accrediting Commission at its April 2014 meeting. Specific Commission Reports relative to the April 2014 Commission meeting are available on the ACCET website under the “Commission” tab, including: (1) a Summary of All Final Actions Taken by the Commission (referenced by institution), (2) Summary Statistics of Actions Taken by the Commission, and (3) a copy of this letter, which describes new and/or revised ACCET policy documents considered by the Commission for final approval or sent out for comment (call for comment) by the membership and other interested parties. Also available on the website is a request for written comments relative to a listing of institutions to be considered for accreditation at the Commission’s August 2014 and December 2014 meetings.

A synopsis of the Commission’s actions on ACCET policies undertaken at the April 2014 meetings is included as follows: (1) final documents approved by the Commission (available on the ACCET website under “Documents and Forms”) and (2) call for comment on proposed revised and/or new policy documents (available on the website under “News”). As a reminder, the Commission’s Standards and Policy Review Committee (SPRC) conducts an ongoing review of each ACCET policy document at least every five years. Additionally, SPRC also considers specific policy document for review and revision to address governmental regulatory requirements, arising issues of concern, and the need for additional policy guidance.

Final Approval

1. Document 11 – Policies and Practices of the Accrediting Commission

Changes were made to: (a) provide an institution with advance notice of a Quality Assurance Visit by stating that “accredited institutions may periodically be required to undergo unannounced visits when deemed warranted by the Commission or on-site visits with one business-day advance notice”; (b) advise that the period of a grant of accreditation is not subject to appeal or a request for special consideration of the Commission; (c) identify that the Commission may extend the maximum 12-month time frame for deferral for good cause

for extraordinary external events outside the control of the institution (e.g. natural disasters, civil unrest, government travel advisories, etc.); and (d) include program approval suspension as a possible action of the Commission.

2. Document 10 – 2014 Fee Schedule

Changes were made to the sections pertaining to special on-site visits to state that payment for an unannounced visit or quality assurance visit is due within thirty (30) days of the date of the visit.

3. Written Policies and Procedures Required in the ACCET Analytic Self-Evaluation Report (ASER)

Changes were made to the list of written policies and procedures required of institutions by ACCET, including additional policies identified in new and revised ACCET documents. This document was created as a guide to institutions in developing and implementing written policies and procedures for the successful operation of their institutions.

Call for Comment

1. Document 26 - Review and Approval of Additional Locations

Proposed are changes to expand the document to include policies and procedures relative to the application process for changes of location and to make revisions to the definitions and process for seeking and obtaining approval for additional locations. The objectives of these revisions are to: (1) clearly define each type of additional location and its distinctive features/requirements to ensure that additional locations are appropriately classified; (2) to provide the appropriate level of review of additional locations; and (3) to assess appropriate and reasonable fees for additional locations. Specific proposed changes include: (a) modifying the document name to Policy on Additional Locations and Changes of Location; (b) clarifying that additional locations must have the identical ownership/authority as the main campus and utilize the same name as the main; (c) revising the definitions of a branch, auxiliary classroom, and temporary avocational classroom for purposes of clarity; (d) eliminating classroom extensions; (e) clarifying that auxiliary classrooms and temporary avocational classrooms are instructional sites, with all enrollment/admissions and student services provided at the main or branch campus to students attending the satellite site; (f) specifying that for vocational institutions and institutions offering Intensive English Programs, an auxiliary classroom must be located within a reasonable distance from the main or branch campus; (g) indicating that once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus; therefore, certain additional fees for the auxiliary classroom may be waived (e.g. additional annual sustaining fees, reaccreditation application fees, and reaccreditation visit fees).

2. Document 26.1 - Application for Branch Approval

Proposed are the following changes: (a) modifying the document name to Application for a Branch; (b) referring applicants to ACCET Document 26 – Policy on Additional Locations

and Changes of Location; (c) eliminating the institution's website address; (d) eliminating a statement regarding the terms of the lease/agreement for the facility; (e) if applicable, requiring documented evidence of licensure/approval by means of accreditation; (f) advising applicants to refer to the Guidelines for Developing a Business Plan; (g) modifying the language regarding documentation to be provided by the institution during the preliminary on-site visit; and (h) making revisions to ensure consistency among the applications for additional locations, as appropriate.

3. Document 26.2 - Application for Auxiliary Classroom Approval

Proposed are the following changes: (a) modifying the document name to Application for an Auxiliary Classroom; (b) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (c) eliminating the institution's website address; (d) identifying whether the main or branch will supervise the auxiliary classroom and provide enrollment and support services to its students; (e) eliminating a statement regarding the terms of the lease/agreement for the facility; (f) if applicable, requiring documented evidence of licensure/approval by means of accreditation; (g) adding language regarding documentation to be provided by a vocational institution during the preliminary on-site visit; and (h) making revisions to ensure consistency among the applications for additional locations, as appropriate.

4. Document 26.3 – Application for Classroom Extension Approval

Proposed is to delete this document to be consistent with the proposed change to phase out classroom extensions.

5. Document 26.5 - Application for Approval of Temporary/Seasonal Classroom for Intensive English Programs (IEPs)

Proposed are the following changes: (a) modifying the document name to Application for a Temporary Avocational Classroom; (b) changing the document number to 26.3; (c) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (d) identifying the distance from the main/branch campus; (e) if located on the campus of a postsecondary institution, requesting documented evidence that the host institution is accredited by an accrediting agency recognized by the U.S. Department of Education; and (f) making revisions to ensure consistency among the applications for additional locations, as appropriate.

6. Document 26.4 - Change of Location Application

Proposed are the following changes: (a) modifying the document name to Application for a Change of Location; (b) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (c) noting that a partial application (Parts I and III) are required for a change of location of a non-teaching corporate office that is not designated as the main campus of the institution; (d) modifying the listing of types of sites; (e) modifying the request for a copy of the lease or agreement for the new facility; (f) if applicable,

requiring documented evidence of licensure/approval by means of accreditation; and (g) making revisions to ensure consistency among the applications, as appropriate.

7. Document 37 - Change of Name Application

Proposed are the following changes: (a) modifying the document name to Application for a Change of Name; (b) adding the ACCET ID #; (c) clarifying the footnote with ACCET's naming convention, which requires the same name to be utilized for all sites of an institution, except as listed; (d) requiring a rationale if an institution is seeking different names for different site; and (e) if applicable, requiring documented evidence of licensure/approval by means of accreditation.

Thank you for your continued commitment and responsiveness to our ongoing efforts to refine and strengthen the ACCET standards, policies, and practices. Your daily contributions to this Partnership for Quality® are the foundation on which our combined accomplishments are measured. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "William V. Larkin".

William V. Larkin, Ed.D.
Executive Director