Dear ACCET Members and Other Colleagues:

This letter provides information regarding actions taken by the ACCET Accrediting Commission at its April 2020 meeting. Specific reports relative to the April 2020 Commission meeting are available on the ACCET website under the “Commission” tab, including: (1) Final Actions Taken by the Commission (referenced by institution), (2) Summary Statistics of Actions Taken by the Commission, and (3) a copy of this Accrediting Commission Report, which describes new and/or revised ACCET policy documents considered by the Commission for final approval or call for comment. Also available on the website is a request for written comments relative to institutions scheduled for consideration of accreditation at the Commission’s August and December 2020 meetings.

A summary of Commission actions taken at the April 2020 meeting regarding ACCET policies is provided below, including: (1) final documents approved by the Commission (available on the ACCET website under “Documents and Forms”) and (2) call for comment on proposed revisions to policy documents.

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 considers specific policy documents for review and revision to address governmental regulatory requirements, arising issues of concern, and/or the need for additional policy guidance. Member institutions and other interested parties are invited and encouraged to submit their written comments to proposed changes to ACCET policies and standards (available on the ACCET website under “News”).

**FINAL APPROVAL**

1. **Document 1.2 – Reaccreditation Process**

   Approved is the addition of the following sentence: “Note that the reaccreditation visit will not be conducted to an institution that fails to timely submit the required on-site evaluation visit fee, thereby jeopardizing the accreditation status of the institution.”

2. **Document 10 – 2020 Fee Schedule**

   For purposes of clarity, approved is revised language and a footnote indicating that sustaining fees are based on the participant clock hours reported by an institution in the previous year’s annual report. Also approved is the addition of the following language from Document 1.2: “Accreditation visits will not be conducted to an institution that fails to timely submit the required on-site evaluation visit fee, thereby jeopardizing the accreditation status of the institution.” Approved is the following statement: “A grant of accreditation will not be awarded to an institution with any past due payments owed to ACCET, unless mitigating circumstances warrant.”


   Approved is the addition of following statement: “Evaluations may include on-site evaluation visits and/or virtual evaluation visits conducted electronically via telephone conference calls, video
conferences, and/or virtual meeting platforms.” Also approved is clarifying language indicating that Commission meetings and appeals hearings may be conducted electronically via telephone conference calls, video conferences, and/or virtual meeting platforms.

4. Document 25 – **Policy on New, Revised, and Existing Programs/Courses**

Approved is a section on “Applied Bachelor’s Degrees” that identifies ACCET’s requirements and guidelines for applied bachelor’s degree programs.

Also approved is to authorize the Program Review Committee, instead of the Executive Committee, to determine whether to grant interim approval of an out-of-scope program and final approval of an in-scope program.

5. Document 25.BA – **Application for Applied Bachelor’s Degree Program**

Approved is the “Application for Applied Bachelor’s Degree Program,” including the checklist of required supporting documentation to be submitted with the application.

6. Document 22 – **Policy on Change of Ownership and/or Control**

Approved is to authorize the Change of Ownership Review Committee, instead of the Executive Committee, to determine whether to grant interim approval of a change of ownership and/or control.

7. Document 26 - **Policy on Additional Locations and Changes of Location**

Changes include:

- State that: “Interim approval of a branch will be withdrawn if the institution fails to start classes at the new site, submit the required BASER, and complete the full on-site visit within 12 months of the grant of interim approval, unless an extension is granted due to extenuating circumstances.”

- State that: “The requirement to apply and obtain approval for a temporary avocational classroom may be waived for an avocational institution seeking to operate a temporary avocational classroom located at a public facility such as a hotel or public facility that is inspected and certified by public governmental agencies for health and safety purposes. Note that this exception is not applicable to institutions offering vocational programs/courses and/or Intensive English Programs.”

- Authorize the Program Review Committee, instead of the Executive Committee, to determine whether to grant interim approval of a new branch and final approval of an auxiliary classroom.

- Codify the approval process for the re-designation of a main campus.

This revised document was approved for implementation and to go out for comment.

8. Document 26.5 – **Application for the Re-Designation of a Main Campus**

Approved is the application for approval of the re-designation of a main campus.
9. **Document 28 – Completion and Job Placement Policy**

Approved is to move the descriptions of waivers (completion and placement waivers) from the section on “Vocational Programs” to the general section to make clear that completion waivers are applicable to vocational and avocational programs.

10. **Document 32 – Teach Out/Closure Policy**

Changes include: (a) the minimum requirements for all teach-out plans, including clarification as to the information to be provided as part of the list of currently enrolled students, and (b) additional requirements that may be required in teach-out plans, including: (i) documentation relative to the currently enrolled students, (ii) a staffing plan for the teach-out, and (iii) revenue and expenses projections during the teach-out. This revised document was approved for implementation and to go out for comment.

**CALL FOR COMMENT**

1. **Document 5 – Guidelines for the Utilization of External Consultants in the Accreditation Process**

Proposed is to clarify the limited role of any external consultant, as follows: “External consultants must not be present at the institution during any part of the on-site evaluation team visit, and the on-site evaluation team will communicate only directly with the management and employees of the institution during the visit.”