Dear ACCET Members and Other Colleagues:

This letter provides information regarding actions taken by the ACCET Accrediting Commission at its December 2019 meeting. Specific reports relative to the December 2019 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 April and August 2020 meetings.

A summary of Commission actions taken at the December 2019 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.

**NOTE:** At its December 2019 meeting, the Commission approved revisions to Document 10 – Fee Schedule with adjusted sustaining fees and fees for applications, processing, and on-site visits to be effective January 1, 2020, unless otherwise indicated. The Commission determined that modest fee increases were absolutely necessary to sustain the effectiveness and financial vitality of ACCET, as fees had not increased in three years and sustaining fees had only increased once in the past twelve years. Please be assured that ACCET is working diligently to serve its members by operating both effectively and efficiently, as evident by recent staff reductions and the lowering of merchant processing fees.

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**


   Approved are changes to the Appeals Process to state that “One of the three panelists may be a former Commissioner who may be designated as the Chair of the Appeals Panel.” Previously, the language states that the Chair will be a former Commissioner. Additionally, approved are modifications to the language regarding: (a) the admissibility of evidence, (b) the submission of additional information and exhibits after the initial appeal brief submission, and (c) the recording of the appeals hearing.
2. **Document 26 – Policy on Additional Locations and Changes of Location**

   Approved is the following exception to the requirement for a preliminary visit to an auxiliary classroom: “The requirement of a preliminary visit may be waived for an auxiliary classroom that is located at a public facility such as a public golf course and/or a public firing range that is inspected and certified by public governmental agencies for health and safety purposes.”

3. **ACCET Document 31ESOL – Cancellation and Refund Policy**

   For purposes of clarity, approved is guidance relative to the offering of tuition discounts, as follows: “An institution may not offer targeted tuition discounts and financial incentives to induce students from specific competing institutions to transfer.”

4. **Document 1.1 – Initial Accreditation Process**

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

5. **Document 7.1 – Affirmation of Ethics and Professionalism**

   Approved is the addition of the following underlined clause: “I understand it is unethical to utilize this evaluation process or the information I obtain during the evaluation for my own personal or financial gain; therefore, I will not engage in any business transactions or employment with the institution to be evaluated until a grant of accreditation or program approval is issued by the Commission.”

6. **Document 8 – Preparation Checklist for ACCET On-Site Evaluation Visit**

   For purposes of clarity, approved are changes to request copies of the following documents for each team member: (a) program chart, (b) organizational chart, (c) staff and faculty schedule, and (d) class/training schedule. Also requested is completed ACCET Document 28.5 – Placement Summary.

7. **Document 10 – Fee Schedule**

   Approved are changes pertaining to: (a) visit fees for institutions outside the US and its territories to include a fee for additional insurance coverage for the on-site visit teams; and (b) footnotes that clarify the minimum size of on-site teams and the program fee for subsequent IDL, OAD, and E-learning program applications. The document also identifies adjusted sustaining fees and fees for applications, processing, and on-site visits to be effective January 1, 2020, unless otherwise indicated.

**CALL FOR COMMENT**

1. **Document 1.2 – Reaccreditation Process**

   Proposed 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 25 – Policy on New, Revised, and Existing Programs/Courses**

   Proposed is to reinstate the previously approved section on “Applied Bachelor’s Degrees” that identifies ACCET’s requirements and guidelines for applied bachelor’s degree programs.

3. **Document 25.BACH – Application for Applied Bachelor’s Degree Program**

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

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

   Proposed is a change to 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.” Also proposed is to state: “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.”