



August 25, 2014

*Re: Accrediting Commission Report
August 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 August 2014 meeting. Specific Commission Reports relative to the August 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 December 2014 and April 2015 meetings.

A synopsis of the Commission’s actions on ACCET policies undertaken at the August 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 2.1 – Principles of Ethics for ACCET Institutions

For easy reference and to highlight the Principles of Ethics for ACCET Institutions, a change was made to transfer these principles from Document 1 – The Accreditation Process to a separate new ACCET document (ACCET Document 2.1).

2. Document 1 – The Accreditation Process

A change was made to reference the Principles of Ethics for ACCET Institutions found in Document 2.1, instead of including them in ACCET Document 1.

3. Document 26 - Review and Approval of Additional Locations

Changes were made to expand the document to include policies and procedures relative to the application process for changes of location (Document 26.4 – Application for Change of Location Approval) and to make revisions to the definitions and process for seeking and obtaining approval for additional locations. The objectives of these revisions were 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 changes included: (a) clarifying that additional locations must have the identical ownership/authority as the main campus and utilize the same name as the main; (b) revising the definitions of a branch, auxiliary classroom, and temporary avocational classroom for purposes of clarity; (c) eliminating classroom extensions; (d) 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; (e) 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; (f) 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).

4. Document 26.1 - Application for a Branch

Changes were made, including: (a) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (b) eliminating the institution's website address; (c) eliminating a statement regarding the terms of the lease/agreement for the facility; (d) if applicable, requiring documented evidence of licensure/approval by means of accreditation; (e) advising applicants to refer to Guidelines for Developing a Business Plan; (f) modifying the language regarding documentation to be provided by the institution during the preliminary on-site visit; and (g) making revisions to ensure consistency among the applications for additional locations, as appropriate.

5. Document 26.2 - Application for an Auxiliary Classroom

Changes were made, including: (a) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (b) eliminating the institution's website address; (c) identifying whether the main or branch will supervise the auxiliary classroom and provide enrollment and support services to its students; (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) adding language

regarding documentation to be provided by a vocational institution during the preliminary on-site visit; and (g) making revisions to ensure consistency among the applications for additional locations, as appropriate.

6. Document 26.3 – Application for a Classroom Extension

Changes were made to simplify the different types of additional locations approved by ACCET by discontinuing classroom extensions.

7. Document 26.5 - Application for a Temporary Avocational Classroom (fka Application for Temporary/Seasonal Classroom for Intensive English Programs)

Changes were made, including: (a) expanding the scope of the document to include all avocational institutions; (b) increasing the maximum period of a temporary classroom from 120 days to 6 months; (c) modifying the name and number of the document; (d) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (e) requesting the distance from the main/branch campus; (f) 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 (g) making revisions to ensure consistency among the applications for additional locations, as appropriate.

8. Document 26.4 – Application for Change of Location

Changes were made, including: (a) referring applicants to ACCET Document 26 – Policy on Additional Locations and Changes of Location; (b) 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; (c) modifying the listing of types of sites; (d) modifying the request for a copy of the lease or agreement for the new facility; (e) if applicable, requiring documented evidence of licensure/approval by means of accreditation; and (f) making revisions to ensure consistency among the applications, as appropriate.

9. Document 32 – Teach-Out/Closure Policy

Changes were made to require an institution to provide the following information if the proposed teach-out is not to be completed at the institution: (a) name, address, phone number, and contact person of the institution to conduct the teach-out; (b) name and clock hours of the comparable programs offered; and (c) assurance that this institution meets the requirements specified under the Teach-Out Agreement section.

10. Document 37 – Application for a Change of Name

Change were made, including: (a) adding the ACCET ID #; (b) 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; (c) requiring a rationale if an institution is seeking different names for different sites; and (d) if applicable, requiring documented evidence of licensure/approval by means of accreditation.

Call for Comment

1. Document 25 – Policy for New, Revised, and Existing Programs

Proposed are changes to more clearly define out-of-scope programs and the process of review for out-of-scope programs, including the approval of vocational programs to be offered by avocational institutions.

2. Document 27 – Policy on Financial Reporting and Financial Stability

Proposed are the following proposed changes: (a) the addition of a table of contents, (b) the addition of initial applicants to the policy requirement for annual financial statement, (c) a change to the documentation requirements to include a signed attestation to ensure the submission of financial statements that comply with ACCET requirements.

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,

William V. Larkin, Ed.D.
Executive Director