

## 16. Policy on Special Visits

An institution preparing for a special visit will wish to follow the spirit and direction of the *Guide to Self-Evaluation* in Appendix B giving extra attention to the areas of concern which have caused the visit. A special visit is one ordered by the Accrediting Commission because of unusual circumstances or failure by the institution to meet its obligations to the Commission.

The Commission's requirement for a special visit is sometimes precipitated because of (1) an unusually large number of student complaints, (2) legal action taken against an institution, (3) an institution's failure to comply with a condition of accreditation, (4) reported financial conditions, (5) governmental complaints against the institution, or (6) similar serious concerns.

An institution's failure to meet its obligations of accreditation may also result in requiring a special visit. An accredited institution's obligations are:

- File an Annual Report (due January 31<sup>st</sup> each year);
- Submit course/program completion data and summary of student surveys with Annual Report;
- Pay its Dues and Fees (by April 30<sup>th</sup>);
- File a Teach-Out Commitment (revised when ownership changes);
- Submit all new courses/programs for review *prior* to student enrollment;
- Correct any incorrect or misleading information;
- Keep Commission advised of any significant changes;
- Promptly and satisfactorily resolve any complaints brought to the institution's attention by DETC;
- Be willing to participate in accreditation evaluations; and
- Renew its accreditation.

The institution's failure to agree to the visit and observe the timelines specified by the Commission will result in the institution's loss of accreditation.

When the Accrediting Commission orders a special visit, it will be conducted in a timely fashion. In no case will the time frame for reporting and conducting the visit extend beyond twelve months from the date the Commission is first made aware of any condition requiring a special visit. The Commission may grant an extension of time when it deems it is for a good cause.

Because the institution is informed of the reason for the special visit, it will know the specific areas of the SER that should be given emphasis. By following the *Guide to Self-Evaluation*, the institution should be able to anticipate and accommodate the material needed in the SER.

# # #

*(Please Note: This page is left blank on purpose.)*