

## 13. Policy on Re-Accreditation Review

Initial accreditation is for 3 years, after which it is 5 years\*. When an institution is first accredited, it receives an approval letter stating when its accreditation expires. An institution must renew its accreditation *before* it expires. DETC publishes the expiration date in its *DETC Directory of Accredited Institutions* and on its website institutional database. This means having an on-site visit and course reviews prior to the Commission’s January or June meeting. An institution will be advised at least one year before its review will be conducted.

Institutions undergoing their 5-year review (or 3-year initial accreditation) should use the “Guide Self-Evaluation Report in Appendix B. The SER for renewal should concentrate on the progress made and changes undertaken since the last accreditation review. It should devote emphasis to those issues where it has in the past been vulnerable to weakness, as well as initiatives launched to correct previously cited deficiencies.

An institution must also renew its compliance with Title IV programs as part of its reaccreditation. The institution must readdress the statements in C.15. Policy on Institutions Participating in Title IV in its Self-Evaluation Report. During the on-site visit, a Title IV evaluator will use A.8. Rating Form for Title IV Institutions to verify the information provided in the SER.

The SER should also demonstrate how the institution complies with standards for marketing, advertising, student enrollment contracts, and refunds. In writing an SER for re-accreditation, there should be a strong emphasis throughout the SER documenting how the institution has *improved* since the last review.

### Action

If an institution is to be considered at the June Commission meeting (Spring), its application is due November 1<sup>st</sup> the year before. If an institution is to be considered at the January Commission meeting (Fall), its application is due March 1st of the preceding year.

A key person at the institution undergoing its reaccreditation review must complete the *DETC Course on Preparing for Accreditation* before he/she begins writing the institution’s SER.

Instructions on how to enroll in the course may be found on DETC’s website at [www.detc.org](http://www.detc.org), select “Member Services” and “Publications” – sign in using the word “guest” for your user name and password. The course is also available in a printed copy for no charge. Additional training may be required. Please check with the DETC staff.

Institutions must submit the appropriate number of courses/programs for review (see C.5. Policy on Course/Program Approval).

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\*The Accrediting Commission reserves the right to order a comprehensive review of an institution at any time it has concerns that the institution is not in compliance with the DETC’s standards, policies, and/or procedures. (10/11)

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