

## 28. Policy on Petitions and Waivers

When an applicant or accredited institution believes that a particular DETC standard or policy may be inappropriate for their institution, or when they want the Commission to provide an alternative interpretation, from the existing one, they have the option to petition the Commission for a waiver, exception, or special interpretation.

Such petitions should not be undertaken simply because an institution does not like a standard or does not care to be subject to it. They should only be undertaken for a significantly serious reason, as set out below.

The Commission may choose to grant a petition for a waiver of its standards, policies, or procedures where an institution is able to demonstrate through a well-documented petition that:

1. Extenuating circumstances are present such that the normal application of the standard, policy, or procedure will create an undue hardship on the institution or its students; or
2. The waiver will meet the underlying purposes and intent of the standard, policy, or procedure.

### Action

The institution must submit the following with its written Petition:

1. A reference to and restatement of the specific sections(s) of the DETC Standards, policies, or procedures for accreditation for which the waiver request is being submitted, the circumstances requiring the request, the grounds on which the request is based, and an explanation as to why the institution believes that the Commission should grant the institution's request;
2. An explanation as to how the request is consistent with the goals, objectives, and mission of the institution;
3. An attestation that the institution is in good standing with all accrediting and regulatory agencies (including DETC) and not subject to any sanction, heightened monitoring, or limitation of any kind. If the institution cannot make such an attestation, it must submit a detailed explanation of the circumstances and the reason(s) why the institution believes that the Commission should grant the waiver notwithstanding these circumstances; and
4. As applicable to the institution's request, a detailed description, with supporting documentation, regarding the institution's capacity in the following areas:
  - a) An explanation as to how the institution's financial position is sufficiently sound as necessary to implement and sustain the request;
  - b) An explanation as to how the institution has, or will have, sufficient management and administrative capacity as necessary to implement and sustain the request; and
  - c) An explanation as to how the institution has, or will have, sufficient facilities and educational resources as necessary to implement and sustain the request.

The petition should be signed by the CEO of the institution. He or she should attest to the following:

“I certify that the information herein and attached hereto is correct and that the institution has not implemented any activities relative to this request until such time, if any, Commission approval is received.”

The institution must submit its petition at least 60 days prior to the next Accrediting Commission meeting (check with staff on the exact dates).

The Commission will review the institution’s petition and any documentation, and vote to either approve or deny the petition. If a petition has been denied, the institution may not resubmit a petition for the same request. Petitions are granted for a period of one year for initial applicants and one accreditation cycle for accredited institution.

The Commission will notify the institution of its decision within 30 days.

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Adopted October 2011