

4. Policy on Change of Location or New Administrative Site

As stated in C.1. Policy on Substantive Change and Notification, any change in the location or addition of a new administrative site is considered a “substantive change” and prior approval is required before the change may be included in the institution’s grant of accreditation. (10/11)

When an institution decides to move to a new location, however close to the original site, or add a new Administrative Site, it is necessary for an Examining Committee member to visit the new site and for the Accrediting Commission to approve the new site. This policy applies when any previously approved location (headquarters or administrative offices) is affected or a new Administrative Site is added. (When a training site is moved, refer to C.7. Policy on New Combination Distance Study—Resident Programs.)

Action

An institution must notify the Executive Director by submitting an Application for Change of Location or New Administrative Site (E.15.) and \$500 processing fee at least 30 days before the change or new location takes place. Before accreditation can be affirmed for the new location, the institution must prepare a *Change of Location or New Administrative Site Report*, undergo an on-site visit, and receive approval from the Commission. (10/11)

An on-site visit must take place within **six** months of the change of location or addition of a new administrative site.

The Accrediting Commission will review and give careful consideration to the institution’s *Change of Location or New Administrative Site Report* and the Examining Committee’s Report on the site visit. If the Committee’s Report is favorable, the Commission may grant its approval. The Commission will provide written notification within **30** days of its decision. (10/11)

The Commission may require the institution to make changes that are recommended in the Examining Committee’s Report. The institution will be provided a copy of the Examining Committee’s Report on the change of location on-site visit, and an opportunity to respond affirmatively to any required actions that may be listed in the Report prior to the Commission’s consideration of the Report.

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)

Change of Location or New Administrative Site Report

When the new site is established or the move is completed, the institution must submit an electronic *Change of Location or New Administrative Site Report*. The Report must address the following Standards:

- II. Educational Program Objectives, Curricula and Materials
- III. Educational Services
- IV. Student Support Services
- VI. C. Faculty/Instructors/Staff
- VIII. A. Advertising and Promotion
- IX.C. Financial Sustainability and Stability

- IX.E. Demonstrated Operation
- XI. A. Facilities, Equipment, and Supplies
- XI. B. Record Protection

The *Change of Location or New Administrative Site Report* must be signed and dated by the institution's President. The Report must include a narrative and supporting documentation when appropriate on the following:

1. Background on the institution (structure of the institution, date founded by whom, date first accredited, former address, what programs are offered, number of students, number of staff members, etc.).
2. The date and reason(s) for the relocation or new administrative site.
3. Name, address, and telephone number of the new site.

II. Educational Program Objectives, Curricula, and Materials

4. A description of any changes in courses/programs resulting from the relocation or establishing a new Administrative Site.

III. Educational Services

5. Provide information on any significant changes to educational services resulting from the relocation or establishing a new administrative site.

IV. Student Support Services

6. Provide information on any significant changes in student support services resulting from the relocation or establishing a new administrative site.

VI. C. Instructors/Faculty and Staff

7. A report on changes that have been made to the institution's staff and faculty (provide resumes of new faculty and state what courses they are teaching).

VIII. A. Advertising and Promotion

8. Provide information on changes to any advertising and promotional materials (including website) showing the new address, phone numbers, etc.

IX.C. Financial Sustainability and Stability

9. Evidence that the institution is maintaining adequate administrative staff and other resources to operate effectively as a going concern and is not exposed to undue or insurmountable risk. Any risk that exists is adequately monitored, manageable, and insured. (10/11)

IX.D. Demonstrated Operation.

10. Evidence that the institution is or continues to be properly licensed, authorized, or approved by the applicable state educational institutional agency.
11. Provide an updated DETC Teach-Out Agreement form (E.8. or E.9), which includes the institution's new address.

XI. A. Facilities, Equipment and Supplies

12. Evidence that the institution is maintaining sufficient facilities, equipment, and supplies to achieve its mission and goals and support its programs and future growth. (10/11)
13. A description of the new location that should include a picture, diagram, and floor plan of the facilities.
14. A copy of the lease or deed for the site.
15. Evidence of professional liability, property, and general liability for the institution. Provide a copy of the "Certificate of Liability Insurance."
16. Full information on the office equipment and record keeping storage system showing that the new location is capable of handling the administrative requirements and the educational program of the institution.
17. A copy of a certificate of occupancy permit or any other documents required by local officials for operating the institution at the new location.
18. A description of any relevant documentation evidence of compliance with fire codes. Provide a copy of the fire inspection report.
19. Provide documentation of the fire exit plan, fire suppression plan, and first aid equipment in use at the location. Describe other emergency procedures in place for the protection and safety of employees.

XI.B. Record Protection

20. Information on how records are maintained, protected, stored, and retained at the new location. Describe fully the hardware and software capabilities, and explain how vital records are protected from theft, fire, flood, earthquakes or other natural disasters.
21. Provide information on how long student records are kept, and if they are legible and accessible.
22. Explain how the institution is meeting DETC's requirements for keeping official documents as described in C.21. Policy on Required Institutional Documents. (Any document that contains a signature, seal, certification, or any other image or mark required to validate the authenticity of its information must be maintained in its original hard copy or in an imaged media format. An institution may maintain a record in an imaged media format only if the format is capable of reproducing an accurate, legible, and complete copy of the original document. When printed, the copy must be approximately the same size as the original document.)

23. If applicable, detail how the institution is maintaining documents electronically. Provide evidence that the institution documents the procedures and provides audit trails to serve as the record that the images were created properly and validated.
24. If applicable, describe the migration plan may needed to ensure that the information in the images can be accessed through the retention period of the records.

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