

C.5. Policy on Course/Program Approval

As part of its accreditation *process* the DETC Accrediting Commission conducts evaluations of course/program materials in accordance with the procedures outlined below. This policy covers which programs need to be submitted for initial and reaccreditation; what the institution must submit when adding, revising or changing a program (including changing the method of delivery), and acquiring courses/programs; how programs should be submitted, and the approval process. All course/program materials will be expended in the review and will not be returned to the institution.

Accrediting Commission fees will be assessed per subject specialist for course/program reviews (see E.1. Fees). All fees must be paid prior to Accrediting Commission consideration. DETC will send an invoice for each review. Please do not send payment in curricula shipment boxes.

Curriculum reviews can take a minimum of six weeks to complete. Based on the initial comments and findings of the subject specialist, the report may be sent to the institution for its response, and back to the subject specialist for a follow-up review. The subject specialist report and any other follow-up reviews will be sent to the Commission for review at its next meeting. The Accrediting Commission meets four times per year to approve new courses/programs. The Accrediting Commission reserves the right to request additional information from the institution at the time of its meeting before considering approval of a course or program. (10/11)

Please Note: The Commission will not consider any course/program approvals when an institution is under a Show Cause or when the Commission's actions have been deferred, unless the proposed submission is necessary in order for the institution to come into compliance with the specific directive of the Commission. (10/11)

Courses/programs **must be approved** before they can be offered. An institution is prohibited from advertising or posting on its website information regarding the course/program before it has received approval.

Subsequent to approval, the Accrediting Commission may suspend approval of any program and require the institution to demonstrate compliance with accreditation standards and policies within a specific timeframe. The Commission also 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 DETC's standards, policies, and/or procedures.

There are Templates for all the course/program reports on DETC's website (www.detc.org). Select the "Member Services" tab and "Templates" (sign in using the word "guest" for both your user name and password).

For institutions adding degree programs, please also see DETC C.9. Policy on Degree Programs.

Section A: Degree Granting Institutions

1. Institutions Seeking Initial Accreditation

Once the institution is "deemed ready" to move ahead in the process, it must submit at a minimum half (50%) of the curriculum (courses) for **each** degree program offered after it is "deemed ready" to move forward in the process. In selecting the curriculum materials to be submitted to DETC, the representative courses should be:

1. broadly and fairly representative of the curriculum for the entire degree program;

2. selected from each level (i.e., 100, 200, 300, or 400) of the degree program; and
3. in different subject areas that fairly represent the complete program (i.e., general education, electives, core courses, etc.).

In addition, for each degree program offered, the institution must send a *Degree Program Report* (template on DETC’s website).

2. Institutions Seeking Re-accreditation

For degree-awarding institutions, if an institution offers 15 or fewer degree programs, it must submit **five** of its programs. If there are fewer than five degree programs, all must be submitted.

For institutions offering more than 15 degree programs, the institution must submit a minimum of **one-third** of its total number of degree programs offered. In selecting the curriculum materials to be submitted to DETC, the representative degree programs should:

1. be broadly representative of all of the institution’s offerings
2. be in different fields of study

In addition, for each degree program submitted, the institution must send a *Degree Program Report* (template on DETC’s website). The institution must also send a **minimum of three complete courses** that specifically cover subject matter directly related to the degree program’s primary objectives (including required textbooks, quizzes, examinations, assignments, projects, etc.). The courses selected for submission must be representative of the subject matter/discipline in the degree area—courses in the actual discipline *not* general education and/or orientation courses.

3. Accredited Institutions (degree)

Additions:

- **Adding a New Degree Program (in similar areas):** Accredited institutions that already have degree-awarding approval at the same degree level and/or in similar program areas may request an approval of a new degree program by submitting: 1) A *Degree Program Report* (template on DETC’s website); and 2) A minimum of three complete core courses (not general education or orientation courses) that have been specifically developed for the proposed degree program (including required textbooks, quizzes, examinations, assignments, projects, etc.).
- **Adding New Degree Program (in new area):** Adding a new degree program that represents a significant departure from existing offerings of educational programs from those that were offered when the institution was last evaluated is considered a “substantive change.” When adding a new degree program in a new area, the institution must submit: 1) *Degree Program Report* (template on DETC’s website) and all required documentation, and 2) a minimum of half (50%) of the complete courses within the program. In selecting the curriculum materials, follow instructions under number 1 above. The institution must also undergo a follow-up on-site visit by an examining committee within one year of the first enrollment to verify that the institution meets the requirements stated in C.9. Policy on Degree Programs. In preparation for the on-site review the institution must submit a streamlined and updated Self-Evaluation Report, which addresses the following Standards as they specifically apply to the new degree program(s): Institutional Profile; I, II, III, IV, VI, VII, and VIII.

- **Adding New Degree Program at Different Level:** Adding a new degree program at a level above or below the programs presently being offered is considered a “substantive change.” The institution must have approval before students may be enrolled. For example, if an institution currently offers degrees in criminal justice, and now would like to add a degree program in health management or currently offers Master’s programs and would like to now offer Bachelor’s, or vice versa. The institution must submit: 1) *Degree Program Report* (template on DETC’s website) and all required documentation, and 2) a minimum of half (50%) of the complete courses within the program. In selecting the curriculum materials, follow instructions under number 1 above. The institution must also undergo a follow-up on-site visit by an examining committee within one year of the first enrollment to verify that the institution meets the requirements stated in C.9. Policy on Degree Programs. In preparation for the on-site review the institution must submit a streamlined and updated Self-Evaluation Report, which addresses the following Standards as they specifically apply to the new degree program(s): Institutional Profile; I, II, III, IV, VI, VII, and VIII.
- **Adding a Professional Doctoral Degree:** The institution must submit E.5. Application for Doctoral Degree Programs, plus one set of curricula materials (including all texts, study guides, and all virtual or printed instructional materials) for a minimum of 30 semester hour credits or one-half of the total required semester credits for the degree program. The course materials selected must be representative of the entire program and of the full range of delivery media used. The institution must also submit the full curriculum outline/program of instruction for the entire degree program(s), including a scope description for each course and a list of the principal learning outcomes/educational objectives for each course in the program. Institutions should consult C.9. Policy on Degree Programs when working on this submission. The institution must also undergo an on-site visit by an examining committee within one year of the first enrollment to verify that the institution meets the requirements stated in C.9. Policy on Degree Programs. In preparation for the on-site review the institution must submit a streamlined and updated Self-Evaluation Report, which addresses the following Standards as they specifically apply to the new degree program(s): Institutional Profile; I, II, III, IV, VI, VII, and VIII.
- **Adding a New Concentration to an Already Approved Degree Program:** An institution proposing to offer a new concentration in a pre-existing degree program (i.e., adding a Homeland Security concentration to an existing MBA program) must submit: 1) A *Degree Program Report* (template on DETC’s website); and 2) a minimum one-half (50%) of the curriculum for the new concentration (e.g., plan to offer 10 new homeland security courses, must submit 5 for review).
- **Adding a New Degree Course:** Please note a “course” is defined as units of learning activities that result in the award of academic credit when completed. This would include general education courses, electives, and core courses. An example of a “course” would be English 101, PSY 310 Advanced Psychology, or Finance 350 in a degree program. The institution must submit the *Degree Course Report* (template on DETC’s website); and all the required documentation (e.g. textbooks, examinations, study guide, etc.).
- **Adding New Combination Distance-Study Resident Program:** Accredited institutions that already have degree-awarding approval at the same degree level and/or in similar program areas may request an approval of a new degree combination distance-study resident program by submitting: 1) A *Degree Program Report* (template on DETC’s website); and 2) A minimum of three complete core courses (not general education or orientation courses) that have been specifically developed for the proposed degree program (including required textbooks, quizzes, examinations, assignments, projects, etc.). In addition, a Training Site Report and on-site visit is required (see C.7.).
- **Adding a Degree Certificate Program (containing courses already approved):** Typically, certificate programs contain a collection of credit-bearing courses configured to equip students with specialized knowledge in a subject with content that is less extensive than what is provided in an entire degree program. If the courses are *exactly* the same (e.g., require proctored exams, the same assignments, the same exam, etc.) as those offered in an already

approved degree program, students may be allowed to transfer the credits into the degree program. Note: the approved courses cannot be changed in anyway. Before offering the certificate program, the institution must submit the *New Degree Certificate Report* for approval (template on DETC’s website), and have program reviewed by a DETC Subject Specialist.

- **Adding a Degree Certificate Program (containing courses *not* already approved):** If an accredited institution has been approved by DETC to offer degree programs, it may also request to offer certificate programs. The institution must submit: 1) a *New Degree Certificate Report* (template on DETC’s website); 2) and 50% of the curriculum (see instructions for number 1 on page 1 of this document).

Certificate Disclaimer: The certificate program must have a disclaimer to prospective students that it is not a “degree” program, but a “certificate” program. The program should be restricted to the appropriate degree level, e.g., Baccalaureate, Master’s, etc. depending on which courses make up the certificate program. Also, as stated in DETC Business Standards I.B.2, the word “accredited” may not be used in conjunction with **certification** programs, which are different from “certificate” programs described above.

- **Adding New High School Program:** If an institution has **not** had a high school program approved by DETC, adding a new high school program to its current offerings is considered a “substantive change.” An institution proposing to add a new high school diploma program must list the program separately on its website, catalog, and other promotional literature. The institution must clearly indicate that it is offering a “high school diploma program,” and no academic credit is assign. It must submit: 1) *New High School Report* (template on DETC’s website) and all the required documentation; and 2) **50%** of the curriculum for the high school program (half of the completed courses). The institution must also undergo a follow-up on-site visit by an examining committee within one year of the first enrollment to verify that the institution meets the requirements. In preparation for the on-site review the institution must submit a streamlined and updated Self-Evaluation Report, which addresses the following Standards as they specifically apply to the new high school program: Institutional Profile; I, II, III, IV, VI, VII, and VIII.

Disclaimer: DETC institutions may not offer a GED, however they may offer a preparation course. A GED is not a high school diploma, but a recognized equivalent to one (see Glossary for definition).

Revisions

- **Changing Course/Program Title:** If an institution would like to request to change the name/title or course code of a degree course within a previously approved program, the institution must submit a letter to the Director of Accreditation outlining the change and the reason for the change. For example, CJ500 Advanced Criminal Justice changed to CJ520 Criminal Justice or CIS500 Management of Information Systems to CIS500 Information Systems Management. This assumes that no other changes to the course have been made and does not include any substantive changes.
- **Revising a Degree Program:** If an institution decides to revise or make substantive changes to an already approved degree program, it must submit a report. Substantive changes would include revisions of curricula such as replacing courses within a degree program, changing the general education requirements, changing the degree type (e.g., AS to AAS), changing the number of credit hours required to complete the program, changing the number of credits assigned each course, eliminating a major thesis requirement, change in the method of delivery (see below) and similar revisions. The institution must submit a *Revised Degree Program Report* (template on DETC’s website) outlining the specific changes. At the discretion of DETC or the Subject Specialist, additional information may be requested including, but not limited to the following: 1) a *Revised Degree Program Report* and the required documentation; which will be sent to a subject specialist for review; and 2) Three or more complete core courses (not

general education or orientation courses) that have been specifically developed for the proposed degree program (including required textbooks, quizzes, examinations, assignments, projects, et al.).

- **Revising a Degree Course:** Previously approved degree courses undergoing routine revisions or updating *need not* be submitted for review. However, if there is substantive change to a course, the institution must submit *Revised Degree Course Report* and the required documentation. Examples of substantive changes are: a variation of the number of credit hours assigned to each course (changing from 3 credits to 4 credits), a change in method of delivery (see below), addition or deletion of considerable amounts of instructional material, major changes in course objectives, eliminating proctoring. The *Revised Degree Course Report* will be sent to a subject specialist for review. If after the review of the Report, and at the discretion of DETC or the Subject Specialist, the institution may have to submit the entire course for review (see Adding New Degree Course above).

Other

- **Changing Method of Delivery:** A change in the method of delivery since the institution's last evaluation is considered a "substantive change." When an institution decides to change the format for delivering its courses (i.e., going from correspondence study to online instruction), it must submit: 1) a *Change in Method of Delivery Report* (template on DETC's website) and all the required documentation; and 2) access to a sampling of courses/programs on the new platform. Contact the Director of Accreditation to discuss the sample size.

- **Acquiring Courses/Programs:** An accredited institution may acquire courses/programs from another accredited institution or from a curricula publisher and offer those under its own accredited status. However, any such acquired courses/programs must follow the same review process as "Adding a New Course/Program."

Section B: Non-Degree, Military and/or High School

1. Institutions Seeking Initial Accreditation

Vocational, avocational, military, and/or high school diploma-awarding institutions undergoing initial accreditation, must be "deemed ready" to proceed in the process, and then it must submit **one** complete copy of each program offering.

2. Institutions Seeking Re-accreditation

An institution undergoing a re-accreditation examination will submit the following number of programs:

- **For high school diploma-awarding institutions,** a minimum of **three** complete programs must be submitted.
- **For vocational/avocational institutions or military institutions,** if an institution offers fewer than five programs, all must be submitted. If an institution offers 10 or fewer programs, it must submit **five** of its programs. If an institution offers more than 10 courses, it must submit a minimum of one-third of its total number of course offerings. The programs should be broadly representative of all of the institution's offerings and in different fields of study.

3. Accredited Institutions (non-degree)

Additions

- **Adding a New Vocational, Avocational, Diploma or Certificate Program (in similar area):** The term “program” is referring to learning activities that result in the award of a diploma or certificate when completed. An example would be a Medical Billing or Real Estate Appraisal program that contains a set number of modules or lessons in which a student earns a certificate or diploma when completing the program. Accredited institutions developing new programs in the same area must submit: 1) a *Vocational/Avocational Program Report* (template on DETC’s website) and the required documentation; and 2) the entire program.
- **Adding New Vocational, Avocational, Diploma or Certificate Program (in new area):** Adding a new program that represents a significant departure from existing offerings of educational programs from those that were offered when the institution was last evaluated is considered a “substantive change.” When adding a new program in a new area, the institution must then submit: 1) *Vocational/Avocational Program Report* (template on DETC’s website) and all required documentation, which will be sent to a subject specialist for review, and 2) the entire program.
- **Adding New High School Program:** If an institution has **not** had a high school program approved by DETC, adding a new high school program to its current offerings is considered a “substantive change.” An institution proposing to add a new high school diploma program must list the program separately on its website, catalog, and other promotional literature. The institution must clearly indicate that it is offering a “high school diploma program,” and no academic credit is assign. It must submit: 1) *New High School Report* (template on DETC’s website) and all the required documentation; and 2) **50%** of the curriculum for the high school program (half of the completed courses). The institution must also undergo a follow-up on-site visit by an examining committee within one year of the first enrollment to verify that the institution meets the requirements. In preparation for the on-site review the institution must submit a streamlined and updated Self-Evaluation Report, which addresses the following Standards as they specifically apply to the new high school program: Institutional Profile; I, II, III, IV, VI, VII, and VIII.

Disclaimer: DETC institutions may not offer a GED, however they may offer a preparation course. A GED is not a high school diploma, but a recognized equivalent to one (see Glossary for definition).

- **Adding New Combination Distance-Study Resident Program:** Accredited institutions developing a new distance-study resident program must submit: 1) a *Vocational/Avocational Program Report* (template on DETC’s website) and the required documentation; and 2) the entire program. In addition, a Training Site Report and on-site visit is required (see C.7. Policy on Approval of New Combination Distance Study-Resident Programs or Training Sites).

Disclaimer: As stated in DETC Business Standards I.B.2, the word “accredited” may not be used in conjunction with **certification** programs, which are different from “certificate” programs described above.

Revisions

- **Revising Vocational, Avocational, Diploma or Certificate Program:** Previously approved programs undergoing **routine** revisions or updating *need not* be submitted for review. However, if there are substantive changes to a program, the institution must submit *Revised Vocational/Avocational Report* and the required documentation. Examples of substantive changes are: a change in method of delivery (see below), addition or deletion of considerable amounts of instructional material, major changes in program objectives. The *Revised*

Vocational/Avocational Report will be sent to a subject specialist for review. If after the review of the Report, and at the discretion of DETC or the Subject Specialist, the institution may have to submit the entire course for review (see Adding New Program above).

- **Changing Program Title:** If an institution would like to request to change the name/title of a previously approved vocational/avocational program, the institution must submit a letter to the Director of Accreditation outlining the changes and the reason for the changes. An example of such would be changing the name of the *Certificate in Medical Billing* to the *Medial Billing Certificate*. This assumes that no other change to the course have been made and does not include any substantive changes.

Other

- **Changing Method of Delivery:** A change in the method of delivery since the institution’s last evaluation is considered a “substantive change.” When an institution decides to change the format for delivering its courses (i.e., going from correspondence study to online instruction), it must submit: 1) a *Change in Method of Delivery Report* (template on DETC’s website) and all the required documentation; and 2) access to a sampling of courses/programs on the new platform. Contact the Director of Accreditation to discussion the sample size.
- **Acquiring Courses/Programs:** An accredited institution may acquire programs from another accredited institution or from a curricula publisher and offer those under its own accredited status. However, any such acquired programs must follow the same review process as “Adding a New Vocational, Avocational, Diploma or Certificate Program” above.

If you have any questions, please contact Nan Bayster Ridgeway, Director of Accreditation, at 202-234-5100 ext. 103 or nan@detc.org.

Section C: Submission Requirements for all programs and courses

Please do not submit curriculum without prior notification to DETC. Prior to any submission, the institution must submit the name of the course or program (and representative courses if applicable) to DETC staff (via e-mail to Lisette@detc.org). Please consult the “Sample E-mail” on DETC’s website to ensure that you include all of the necessary information.

All course/program materials must be submitted in accordance with the following procedures:

- A Course/Program Report: See Templates on DETC’s website (sign in using the word “guest” for both your user name and password) for the appropriate report (in **Microsoft® Word**): *Degree Course Report, Degree Program Report, New Degree Certificate Program Report, Revised Degree Program Report, Revised Degree Course Program Report, Vocational/Avocational Program Report, Revised Vocational/Avocational Program Report, Change in Method of Delivery Report, New High School Report*.
- Each course and program that is submitted must be accompanied by a **complete** set of tools, kits, equipment, aids, textbooks, etc that are provided to students as a part of the course/program. Please keep in mind that these items will be exhausted during the review process and will not be returned to the institution.
- DETC **will not** accept piecemealed submissions. Please wait until all of the appropriate information and materials have been gathered before submitting any course or program to DETC for review. For institutions

shipping textbooks for e-mailed submissions, please do not send more than 5 days in advance or without prior notification.

- Please note that changes cannot be made to a submission once it has been submitted to DETC. Documents and other materials on any online platform should not be removed, added, or altered in any manner after it has been submitted for review.
- Please ensure that all links and login information are accurate and in working order. Incorrect information will cause a considerable delay in the review process.
- CD, Flash Drive, and E-mail submissions should contain a document that provides clear, concise instructions on how to open and navigate through embedded links.

Curriculum materials may be sent to DETC using one of the following methods:

- **Paper Submission:** The course/program report and all required supporting documents should be organized in a tabbed, 3-ring binder (i.e., syllabi, faculty resumes, exams & solutions, etc.).

For vocational and avocational offerings, individual programs must be packaged separately with the outside of the shipping carton clearly labeled with the name of the institution and title of the program. For example, if an institution is submitting two new programs—Medical Billing and Computer Technician diploma—the institution should package those programs separately.

For degree offerings, two or more courses that are representative of the degree program may be shipped in one box. For example, if an institution is submitting an MBA program with four representative courses, curriculum materials for two courses can be packaged in one box and two courses in another box. The shipping carton should be clearly labeled with the name of the institution and title of the program.

Groups of degree courses that may go to the same Subject Specialist in a specialized area (i.e., general education courses, technology courses, nutrition courses, etc.) may be shipped in the same box, as long as it meets the weight restriction (below). Please confer with DETC staff prior to creating these groupings. The shipping carton should be clearly labeled with the name of the institution and title of the program.

Each submission should include a **complete** set of textbooks, kits, etc. Submissions missing critical documents or complete set of textbooks will be returned to the institution for repackaging at the institution's expense.

Plain (non-descriptive) cartons should be used (boxes that identify with a particular shipping company cannot be reused by DETC). In addition, the boxes should be secure and durable and it a condition to be re-shipped to the subject specialist without repackaging.

In all cases, each box should not weigh more than **30 pounds**. Boxes exceeding 30 pounds may be shipped back to the institution for repackaging at the institution's expense.

- **Electronic Submission:** Institutions who wish to submit curriculum for review electronically have the following options:

1. **CD or Flash Drive:** The course/program report and all required supporting documents can be contained on a CD or Flash Drive. Documents on the CD or flash drive should be clearly and descriptively titled ("Faculty Resumes," "Exams & Solutions," etc.). For vocational/ avocational programs, the information should be

organized according to each individual program. For degree programs, the information should be organized according to each individual program and subsequently each representative course.

If multiple CDs or flash drives are being submitted with one course or program, please clearly label with course or program title and a brief description of the contents (i.e., individual vocational program: CD1-“Faculty Resumes” and “Course Developers,” CD 2-“ Exams & Solutions;” individual degree programs: CD 1 “Info for Core course,” CD2- Info for Gen Ed Courses;” etc).

Items, such as textbooks, that are not included on the CD or Flash Drive should be organized and shipped to DETC in plain (non-descriptive) cartons (boxes that identify with a particular shipping company cannot be reused by DETC). In addition, the boxes should be secure and durable and in a condition to be re-shipped to the subject specialist without repackaging.

In all cases, each box should not weigh more than **30 pounds**. Boxes exceeding 30 pounds may be shipped back to the institution for repackaging at the institution’s expense.

Some institutions have found it helpful to include a cover letter with each submission (see template “Cover Letter” for an example).

2. **E-mail:** The course/program report and all required supporting documents should be organized in a zip-file and e-mailed to DETC Staff (via Lissette@detc.org). E-mails with several “loose” attachments will not be accepted. Documents in the zip-file should be clearly and descriptively titled (“Faculty Resumes,” “Exams & Solutions,” etc.). For vocational/ avocational programs, the information should be organized according to each individual program. For degree programs, the information should be organized according to each individual program and subsequently each representative course.

For institutions submitting more than one program or course at a time via this method, they should send separate e-mails for each submission.

For items such as textbooks that cannot be sent via e-mail please follow the instruction in #1 above.

3. **Interactive Links:** An institution can e-mail the appropriate course/program report that includes an interactive link to each of the highlighted areas. Links should be embedded into the report so that the subject specialist can click on it to retrieve the associated information.

For items such as textbooks that cannot be sent via e-mail please follow the instruction in #1 above.

If you have any questions, please contact Lissette Hubbard, Accreditation Associate, at 202-234-5100 ext. 105 or Lissette@detc.org.

Section D: Approval Process

As stated in the introduction of this policy, courses must be approved before they can be offered. The Accrediting Commission meets four times per year to approve new courses/programs. No staff or interim approval is given. In addition, an institution is prohibited from advertising or posting on its website information regarding the course/program before it has received approval. Also, the Commission will not consider any course/program approvals when an institution is under a Show Cause Directive or when the Commission’s actions have been deferred.

- **For initial and reaccreditation applicants:** Subject specialists normally perform their evaluation of course/program materials prior to the on-site visit. These subject specialists report are considered by the Accrediting Commission when it reviews all the reports and documentation when making its decision to accredit or re-accredit. As a general rule, subject specials accompany visiting teams if the course/program includes mandatory resident training for students, optional resident training, a degree program, or if the institution offers extensive or highly technical programs. The approval of the courses/program is combined with the accreditation or reaccreditation of the institutions (see D.1.1. Actions Available to the Commission).

- **For new course/programs:** When an institution is requesting approval of a new course/program as detailed above, the appropriate courses/program are sent to subject specialist for review. Once the Commission staff receives the subject specialist report, the report is sent to the institution. If the subject specialist determines that there are areas that “partially meets” or “does not meet” DETC standards, s/he must provide details on what “required actions” should be implemented to bring the areas into compliance with DETC standards. As stated in D.7. Responding to Course/Program Reviews, the institution may exercise one of the following options:
 1. **Make changes and respond to the not met findings:** This report will be sent back to the original subject specialist for a follow-up review. A follow-up review fee will be incurred (see E.1. Fees).
 2. **Request new reviewer:** This requires the institution submit the entire course/program in for a second review including all textbooks, and other related materials. Please note: Degree granting institutions, must submit an additional 50% of the courses. A fee will be incurred for this review (see E.1. Fees).
 3. **Withdraw course/program:** No further action required.

The Subject Specialist Report and the institution’s Response to the Subject Specialist Report are presented to the Accrediting Commission for approval. The Commission then notifies the institution that its course/programs have been approved.

The approval by the Commission for an institution to offer new courses/programs as “accredited” is contingent upon the institution receiving any required authorizations from the applicable state authorities (or its equivalent for non-U.S. institutions).

- **Revisions:** In instances where a subject specialist reviews a Report, such as when revising a course/program, and makes a recommendation that the course/program be “approved” as is, the subject specialist’s final report is be presented to the Accrediting Commission for its approval. If the subject specialists determines after reviewing the report that the institution needs to submit additional materials, the Commission staff requests the materials from the institution and sends the materials to the subject specialist. The procedure than follows “for new course/program” process above.

Revised October 2011

Summary of Course/Program Approvals:**Degree Granting Institutions**

Institution/Courses/Programs	For review
Initial Accreditation	Minimum of half (50%) of curriculum and <i>Degree Program Report</i>
Re-accreditation	<i>Degree Program Report</i> Less than 5 programs = all must be submitted Less than 15 programs = must submit 5 programs More than 15 programs = 1/3 of the total number of programs must be submitted
Adding a New Degree Program	<i>Degree Program Report</i> and a minimum of 3 complete core courses
Adding a New Degree Program in a New Area	<i>Degree Program Report</i> , minimum of 50% of complete courses within program and follow-up on-site visit within a year (updated SER submission prior to on-site visit)
Adding New Degree Program at Different Level	<i>Degree Program Report</i> , minimum of 50% of complete courses within program and follow-up on-site visit within a year (updated SER submission prior to on-site visit)
Adding a Professional Doctoral Degree	E.5. Application, one full set of curricula materials (30 semester hours or ½), full curricula outline and on-site visit within a year (updated SER submission prior to on-site visit)
Adding a New Concentration to an Already Approved Degree Program	<i>Degree Program Report</i> and minimum of 50% of curriculum in new concentration
Adding a New Degree Course	<i>Degree Course Report</i> with documentation (see template online)
Adding New Combination Distance-Study Resident Program	<i>Degree Program Report</i> and minimum of 3 complete courses, and <i>Training Site Report</i> (on-site visit required – see C.7)
Adding a Degree Certificate Program (containing courses already approved)	<i>New Degree Certificate Report</i> and review completed by a Subject Specialist
Adding a Degree Certificate Program (containing courses <i>not</i> already approved)	<i>New Degree Certificate Report</i> and 50% of the curriculum
Changing Course/Program Title	Submission of a letter to the Director of Accreditation
Revising a Degree Program	<i>Revised Degree Program Report</i> with documentation (see template online) and (potentially) 3+ complete core courses
Revising a Degree Course	<i>Revised Degree Course Report</i> and (potentially) the entire course
Changing Method of Delivery	<i>Change in Method of Delivery Report</i> with documentation (see template online) and access to a sampling of course/programs
Adding a new High School Program	New High School Report, minimum of 50% of complete courses within the high school program and follow-up visit within a year (updated SER submission prior to on-site visit)
Acquiring Courses/Programs	See “Adding New Degree Course” or “Adding New Degree Program” above

***Disclaimer: This chart is a reference only. Please consult the appropriate section in the policy for specific details.**

Non-Degree, Military and/or High School

Institution/Courses/Programs	For review
Initial Accreditation	One copy of each program
Re-accreditation	<i>Vocational/Avocational Program Report</i> High School Diploma-Awarding Institution: Minimum of 3 complete programs Vocational/Avocational Institutions or Military Institutions: Less than 5 programs = all programs must be submitted Less than 10 programs = 5 programs must be submitted More than 10 programs = 1/3 of totally courses must be submitted
Adding a New Vocational, Avocational, Diploma or Certificate Program (in similar area)	<i>Vocational/Avocational Program Report</i> with documentation (see template online) and the entire program
Adding a New Vocational/Avocational Diploma or Certificate Program (new area)	<i>Vocational/Avocational Program Report</i> with documentation (see template online), entire program, and follow-up site visit within a year (updated SER submission prior to on-site visit)
Adding a New High School Program	<i>New High School Report</i> with documentation (see template online), 50% of curriculum and on-site visit within a year (updated SER submission prior to on-site visit)
Adding New Combination Distance-Study Resident Program	<i>Vocational/Avocational Program Report</i> with documentation (see template online). The entire program and on-site visit within a year (updated SER submission prior to on-site visit)
Revising Vocational, Avocational, Diploma or Certificate Program	<i>Revised Vocational/Avocational Report</i> with documentation (see template online) and (potentially) complete course
Changing Program Title	Submission of a letter to the Director of Accreditation
Changing Method of Delivery	<i>Change in Method of Delivery Report</i> with documentation (see template online) and access to a sampling of courses/programs
Acquiring Courses/Programs	See “Adding a New Vocational, Avocational, Diploma or Certificate Program” above

***Disclaimer: This chart is a reference only. Please consult the appropriate section in the policy for specific details.**