

# 1. Providing the Chair’s Report, Institution’s Response, and Advising the Institution of Commission’s Decision

## ***Procedure for providing the Institution with the Examining Committee Chair’s Report, allowing the institution to respond to the Chair’s Report, and notifying the institution of the Commission’s Decision***

Following the visit of the Examining Committee to the institution, the Chair of the Examining Committee shall prepare a Chair’s Report that will be submitted to the DETC Executive Director. The Executive Director will send the Chair’s Report to the institution prior to its submission to the Accrediting Commission. This Chair’s Report (hereafter called Report) will describe the findings of the Examining Committee and comment upon the institution’s demonstrated compliance with, or failure to demonstrate compliance with, the standards and policies of the Commission.

The institution shall have **30 days** from the receipt of the Report to respond. In its response, the institution may add new or supporting information or correct any incorrect statements made in the Report. Regardless of its accredited status, all applicant institutions are obligated to keep the Commission informed of any changes in management, enrollments, etc., which occur subsequent to the date of the on-site visit. (10/11)

The Commission will consider the *Application for Accreditation (initial or renewal)*, *Self-Evaluation Report*, *Student Surveys*, *any comments from third parties or outside agencies*, the Chair’s Report and the institution’s response to the Chair’s Report to make its decision (see D.1.1. Actions Available to the Commission). (10/11)

The Executive Director shall advise the chief executive officer of the institution within **30 days** of the decision of the Commission. The notification will include a detailed written statement that identifies any deficiencies in the institution’s compliance with the DETC’s standards, policies, or conditions for initial or continued accreditation. The notification will also advise the institution of its right to appeal *an adverse* decision of the Commission. (10/11)

When the Commission withdraws the accreditation of an institution, the action shall not be made public by the Commission either until the period for requesting an appeal has expired or the appeal itself is denied (see D.3. Notifications and Information Sharing).

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