

(approved for public comment 6/3/11)

Right to Appeal

The institution may appeal an action of the Commission to deny or terminate accreditation. A statement of the procedure for appeals may be found in Appendix D.2. A request for the “appeal” includes a hearing before an independent three-member appeals panel. The “Application for Appeal” is found in Appendix E.3.

Arbitration

Institutions applying for accreditation from DETC agree to observe DETC’s post-appeal hearing arbitration procedures as outlined in DETC D.2. Appealing Commission’s Adverse Decision.

Maintaining Accreditation

In order for an institution to maintain its eligibility for accreditation, it must be in **continuous compliance** with accrediting standards and requirements. This means, among other things, that an institution must: be in continuous operation training students in accordance with its primary objective; fulfill all reporting requirements; maintain compliance with all applicable local, state, and federal requirements; and pay all sustaining, processing, and on-site evaluation fees as required on a timely basis.

Sharing Information with Other Agencies

The Accrediting Commission routinely notifies, as required by federal regulations, other appropriate recognized accrediting agencies and state and federal agencies about the status of an institution and any adverse actions.

Decisions of Other Agencies

The Accrediting Commission will promptly review the accreditation of an institution that is accredited by another recognized accrediting agency upon notification that another recognized accrediting agency has taken an adverse action with respect to the institution or placed the institution on probation or an equivalent status. The Accrediting Commission will review the institution’s accreditation to determine if it should also take adverse action against the institution.

The Accrediting Commission will not grant initial or reaccreditation to an institution if it has been notified or has reasonable cause to know, that the institution is the subject of:

- 1. A pending or final action brought by a state agency to suspend, revoke, withdraw, or terminate the institution’s legal authority to provide postsecondary education in the state;**
- 2. A decision by a recognized agency to deny accreditation;**
- 3. A pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution’s accreditation; or**
- 4. Probation or an equivalent status imposed by a recognized agency;**

unless the Accrediting Commission determines, after review, that the action of the other body does not preclude the Accrediting Commission's grant of accreditation. If the Accrediting Commission makes such a determination it will provide to the Secretary of Education, within 30 days of its action, a thorough and reasonable explanation, consistent with its Standards, why the action of the other body does not preclude the Accrediting Commission's grant of accreditation.

Obligations of Accreditation

Accreditation brings with it a number of obligations for the institution. An accredited institution must continue to meet all Accreditation and Business Standards, and it must continually strive to improve itself. Having been recognized by the Commission, the institution must continue to justify the confidence placed in it and modify itself in areas that may have been identified as weak. Accredited institutions are obligated to:

- **File an Annual Report:** Each accredited institution is required to file an Annual Report to the Accrediting Commission. An updated Annual Report form (see Appendix E.6. or 7.) is sent to each institution in January to report on previous year's activities. The institution also has the continuing obligation to advise the Commission of significant changes to what it had originally represented upon its initial accreditation or reaccreditation. If the institution is showing a loss, the Accrediting Commission will request an institution to submit a financial statement (see Appendix C.10.). The financial statement should cover the activities of the legal entity that has the responsibility for operating the institution.

As part of the Annual Report, the institution must report its data on its course completion and graduation rates. It must also submit data on students' satisfaction as demonstrated by the percent of students who answer "yes" to the three mandatory questions as described in C.14. Policy on Student Achievement and Satisfaction.

- **Pay Annual Dues and Accreditation Fees:** An accredited institution is charged an annual Accreditation Fee to help sustain the accreditation process (see Appendix E.1.). As a member of DETC, each member institution is charged annual Dues. These Dues support the research and professional activities of the Council. The Dues and Fees are based on annual tuition receipts. An updated "Computation for Dues and Fees Form" form (see Appendix E.10.) is sent to the institution early in the year. The proper amounts are recorded and the form is returned to the DETC office. The DETC staff figures the amount of Dues and Fees owed by the institution. A statement is sent to the institution indicating the amount of Dues and Accreditation Fees owed. Dues and Fees not paid in full by April 30th are charged a late fee. Accredited institutions failing to meet their financial obligations to the Accrediting Commission and the Council by the end of the fifth month of DETC's fiscal year (August 31st) will be directed to undergo a special accrediting review if the obligations are not met by the end of the sixth month (September 30th).

- **Teach-Out Commitment:** The institution should also be mindful of its formal commitment to "teach out" all students who enroll in its distance study programs irrespective of changes in the institution's accreditation status (see Appendices E.8. and E.9.). The institution should **update** the Teach-Out Commitment and send it to the Accrediting Commission when there are changes in the institution's ownership, management, or location.

- **New and Revised Courses:** The institution must inform the Commission whenever it adds or revises a course/program. C.5. Policy on Course/Program Approval gives detailed information on what must be submitted to fulfill the institution's obligation.

- **Correct any Incorrect or Misleading Information:** An accredited institution is required to issue public correction to all incorrect or misleading information knowingly or unknowingly released in reference to its accreditation status, the contents of reports of the examining committee from accreditation-related visits, and/or any actions taken by the Accrediting Commission with respect to the institution.