



Subject: COE Accreditation Required Reports

Policy:

The COE must be notified and the college receive approval by the Council of any of the following substantive changes in the program:

- Any change in the established mission or objective of the college.
- Any change in the legal status, form of control, or ownership of the college.
- The addition of courses or programs that represent a significant departure, in either content or method of delivery, from those that were offered when the COE last evaluated the institution.
- A change in the clock hours (student contact hours) to credit hours ratio.
- A substantial change in the number of clock hours (student contact hours) or credit hours awarded for successful completion of the program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 25 percent of the entire professional program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers an educational experience in which 25 percent or more of any class is enrolled.
- An anticipated enrollment change of 10 percent or more students.

Approval of substantive changes is at the discretion of the COE based upon the information received and continued compliance with the standards. A site visit may be required to verify the reported substantive changes.

The Council requires an annual interim report from each accredited college except when a site visit has been conducted less than six months previously, or when a site visit is planned to occur in the first six months of the ensuing year. The interim report should describe any recent or anticipated changes and the ways in which previous Council recommendations have been met. When an accredited college contemplates fundamental changes in administration, organization, association with the parent institution, curriculum, faculty, increased enrollment, instructional program, or stated objectives, the Council should be given an opportunity to review the proposed change prior to adoption. Student suggestions, comments, and complaints regarding the college's compliance to the Standards of Accreditation must accompany the interim report.

Individual members of the Council are assigned a specific report(s) for an in-depth review and are required to prepare a draft written summary of the findings. The assigned individual leads Council discussion of the report and his/her summary (included in the COE meeting agenda), and makes a recommendation on the accreditation status of the college. When all issues arising from the annual report have been discussed, the Council votes (a majority is required) on extending the current accreditation status or taking an adverse action to lower the status. If the Council votes to extend the accreditation status, with or without comment, staff will notify the college in writing. Comments, however, are included in the transmission letter when appropriate. If the Council notes deficiencies that may result in an adverse accreditation action, the Council will defer the accreditation action and will provide the college with an opportunity to respond in writing pursuant to Policy 10.6 of this manual. If the Council lowers the accreditation status after the college has had the opportunity to respond under Policy 10.6, then the college will be reminded of the appeal process.

Please note that the COE understands that some data are not collected annually, but summaries of those results should be reported when they become available. Evidence for the requested delineators should be collected no less than two to three times during the seven-year accreditation cycle.