

## **Policies Adopted on Second Reading: Course Locations**

*The Board of Trustees adopted these policies on second reading at its meeting on November 4, 2011.*

### **Background**

The substantive change policy approved last year continued a requirement for separate approval of out-of-state and international course locations offering more than five courses per year. While Commission approval of out-of-state and international course locations is not required by federal regulations relative to the recognition of accrediting agencies, it has been a longstanding tradition at the Commission.

Staff determined that approving course locations does **not** contribute significantly to the Commission's understanding of an institution's off-campus activities and recommended that the substantive change policy be revised to continue to require formal approval only for new additional locations at which 50% or more of a degree program is available and for new campuses. Institutions will still be required to notify the Commission annually through the AIDU of all active out-of-state and international course locations so that the Commission can remain knowledgeable about these activities. The Commission will continue to include course locations in its accreditation, and they will be included, as appropriate, in the general review of an institution during the comprehensive evaluation.

### **Implementation**

The policies are effective immediately.

<b>Policy 3.2</b>	<p><b>COMMISSION KNOWLEDGE AND APPROVAL OF CHANGE AT AN INSTITUTION (Adopted June 2010)</b></p> <p>An institution shall have the obligation to report institutional changes to the Commission as identified in this policy and related policies and to seek and receive Commission approval where appropriate prior to implementing specific changes.</p> <p>The institution shall use the Commission's change reporting protocol for this purpose. Changes identified as requiring Commission approval prior to implementation shall be included in the institution's accreditation only after the Commission has reviewed the change through a process identified in this policy and formally acted to approve the change. Changes identified as requiring Commission notification are included in the institution's accreditation provided that the institution provides timely notification to the Commission through the Annual Institutional Data Update and other data reporting instruments established by the Commission according to a schedule established by the Commission. However, institutions that have access to the Notification Program for Additional Locations must notify the Commission and receive acknowledgment prior to initiating the Additional Location.</p>
	Policy history: Adopted June 2010.

**Policy 3.2(a)**

**INSTITUTIONAL CHANGE REQUIRING NOTIFICATION OR APPROVAL**

1. Changes in actual or apparent mission of the institution or its educational objectives require prior COMMISSION APPROVAL.
2. Significant changes in the character or nature of the student body of the institution, particularly, but not limited to, those changes involved in seeking international students for the first time or acquiring students being taught-out of programs provided by a closing institution require prior COMMISSION APPROVAL.
3. Initiation of new academic program(s) or major(s) other than those listed below, or cancellation or suspension of academic programs requires COMMISSION NOTIFICATION. The following changes require prior COMMISSION APPROVAL:
  - The addition of academic program(s) at a degree or credential level not previously included in the institution's accreditation by the Commission;
  - the addition of academic program(s), including Title IV-eligible Certificate programs not related to existing degree programs, that represent a *significant departure* from programs previously included in the institution's accreditation;
  - the addition of academic programs that require allocation of substantial financial investment or resources, or any programs acquired from another institution;
  - offering courses at a higher degree level or outside the range of institutional programs currently approved by the Commission;
  - the addition of academic programs outside stipulations imposed by a previous Commission action limiting such activity without prior approval.
4. A change from clock to credit hours in one or more institutional programs or a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of an academic program requires prior COMMISSION APPROVAL.
5. Offering a new distance or correspondence education program wherein 50% or more of the courses or credits in the academic program are provided through the alternate delivery other than that listed below requires COMMISSION NOTIFICATION. The following change requires prior COMMISSION APPROVAL:
  - The initiation or expansion, as defined by the Commission, of distance or correspondence or other education wherein 50% or more of the courses or credits in one or more academic programs are provided through the alternate delivery.
6. The establishment of a campus or an additional location requires prior COMMISSION APPROVAL unless the institution has been approved for access to the Notification Program for Additional Locations as outlined in 3.2(b)1.4(a).

Policies Related to Course Locations

	<p>7. The acquisition of a campus or an additional location from another institution, including one established or acquired in order to provide for teach-out of the students from another institution, requires prior COMMISSION APPROVAL unless the institution has been approved for access to the Notification Program for Additional Locations as outlined in 3.2(b)1.4(a).</p> <p>8. Closure or suspension for more than one semester of any of the following requires COMMISSION NOTIFICATION: 1) a course location outside the state of the institution’s main campus at which an institution offers five or more courses per year, 2) an additional location, or 3) a campus.</p> <p>9. The establishment of a course location at either an international location or at a location outside the institution’s home state at which the institution offers five or more courses per year requires COMMISSION NOTIFICATION.</p> <p>10. The initiation of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity:</p> <ul style="list-style-type: none"> <li>•less than 25% of any educational program outsourced to the other party requires COMMISSION NOTIFICATION;</li> <li>•25%-50% of any educational program outsourced to the other party requires prior COMMISSION APPROVAL;</li> <li>•more than 50% of any educational program outsourced to the other party will receive intense scrutiny and will not be approved by the Commission except in exceptional circumstances. (Note that 34 CFR 668.5(3)(ii)(A) provides that educational programs provided through contractual arrangements between an accredited institution and an ineligible entity wherein more than 50% of the educational program is being provided by the ineligible entity will not receive Title IV assistance even if approved by the accreditor.)</li> </ul> <p>11. The initiation of a consortial or other arrangement wherein a consortium of institution(s) accredited by an accreditor recognized by the U.S. Department of Education provides a significant portion of the academic program:</p> <ul style="list-style-type: none"> <li>•25-50% of one or more of the institution’s educational programs provided by the consortium or other accredited institution requires COMMISSION NOTIFICATION;</li> <li>•more than 50% of one or more of the institution’s educational programs provided by the consortium or other accredited institution requires prior COMMISSION APPROVAL.</li> </ul> <p>(See also Commission policy 3.3(b), CHANGE OF CONTROL, STRUCTURE, OR ORGANIZATION and 3.9 COMMISSION APPROVAL OF TEACH-OUT ARRANGEMENTS.)</p>
	<p>Policy history: Adopted June 2010, revised November 2011</p>