

## **POLICY ON ADVERSE ACTIONS AND OTHER NEGATIVE ACTIONS BY FEDERAL, STATE, AND OTHER ACCREDITING AGENCIES**

The Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) follows the procedures set forth below whenever it knows or has reason to know of a pending or final adverse action or other negative action taken by another accrediting agency recognized by the U.S. Department of Education and/or an agency of the federal or state government against an institution seeking initial accreditation or reaccreditation with ACCET. Such adverse or other negative actions include, but are not limited to, the following:

- 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;
- A decision by another recognized accrediting agency to deny accreditation or preaccreditation;
- A pending or final action brought by another recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation;
- A decision by another recognized accrediting agency to place the institution on probation or an equivalent status;
- A denial by the U.S. Department of Education (USDE) of the institution's application to participate in Title IV programs, a pending or final action by USDE to limit the institution's participation in any Title IV programs, and other similar actions.

Identified below are procedures applicable to institutions seeking initial accreditation and reaccreditation.

**Institution Seeking Initial Accreditation:** An initial Document 4 - Application for Accreditation will be rejected by ACCET, if the institution was the subject of a pending or adverse action or other negative action by a state, federal, or another recognized accrediting agency during the 12-month period preceding submission of its application to ACCET. The institution may not reapply for ACCET accreditation for a period of one year following the date of the final action by the state, federal, or other recognized accrediting agency.

Additionally, an initial applicant must notify ACCET in writing within ten (10) days if, during the ACCET accreditation process, the following occurs: (1) the institution is the subject of a pending or final adverse action or other negative action taken by a state, federal, or other recognized accrediting agency, or (2) the institution voluntarily resigns its accreditation with another recognized accrediting agency while subject to a pending or final adverse or other negative action taken by a state, federal, or another recognized accrediting agency. The Accrediting Commission will conduct a complete review of the action and the reasons for the action, together with any other related information before determining the effect, if any, the action may have on the institution's application for

accreditation. If the Commission denies the institution's application, the institution may not reapply for a period of one year following the date of the denial action. If the Accrediting Commission grants initial accreditation to an institution subject to a pending or final adverse action or other negative action taken against the institution by another recognized accrediting agency or agency of the state or federal government, ACCET will provide the Secretary of the U.S. Department of Education, within 30 days of the Commission's action, a thorough explanation, consistent with the accreditation standards, why the action of the other agency did not preclude the grant of accreditation.

The procedures to be implemented by an ACCET accredited institution upon notification of an adverse action by another agency as defined in this document are as follows:

**ACCET Accredited Institution:** The procedures to be followed by an ACCET accredited institution upon notification of a pending or adverse action or other negative action by a state, federal, or other recognized accrediting agency, as defined in this document, are as follows:

1. The ACCET accredited institution must notify ACCET in writing within ten (10) days of the official notification date of a pending or final adverse action or other negative action taken against the institution by a state, federal, or other recognized accrediting agency
2. Within 30 days of the adverse action, the institution must submit a full written report to ACCET including a chronology of events, supporting documentation, and all correspondence between the ACCET accredited institution and the state, federal, or other recognized accrediting agency that initiated the pending or final adverse action or other negative action.
3. Failure to provide the required notifications will automatically place the institution on **show cause** status by the Accrediting Commission, which will review not only the pending or final adverse action or negative action taken by the state, federal, or other recognized accrediting agency but also the total operation of the institution.

**Procedures for ACCET:** Upon receipt of notice that an ACCET accredited institution is the subject of a pending or final adverse action or other negative action by a state, federal, or other recognized accrediting agency, ACCET will take the following actions:

1. ACCET will contact the state, federal, or other recognized accrediting agency to obtain any additional information that may be available so that ACCET has as much information as possible for its review of the pending or final adverse action or other negative action taken.
2. ACCET will review the documentation and/or information provided by the institution and the agency that initiated the pending or final adverse action or other negative action and will take one of the following steps:
  - a. Determine that no further action is required.

- b. Conduct an on-site evaluation visit to the institution to investigate the area(s) in question. The size of the on-site team will be determined based upon the circumstances of the adverse or other negative action, with all expenses associated with the visit paid by the institution consistent with ACCET Document 10 – Fee Schedule.
3. The Accrediting Commission will review the documentation made available through Steps 1 and 2 above and take appropriate actions in accordance with the ACCET standards, policies, and procedures. Such actions may include: (1) determining that the matter is resolved and no further action is required; (2) requesting that the institution provide additional information and/or documentation; (3) issuing an order to the institution to show cause as to why its accreditation should not be withdrawn; and/or (4) withdrawing accreditation.
4. If the Accrediting Commission grants reaccreditation to an institution subject to a pending or final adverse action or other negative action taken against the institution by another recognized accrediting agency or agency of the state or federal government, ACCET will provide the Secretary of the U.S. Department of Education, within 30 days of the Commission's action, a thorough explanation, consistent with the accreditation standards, why the action of the other agency did not preclude the grant of accreditation.
5. ACCET will share with other appropriate state, federal, and another recognized accrediting agencies information about any pending or final adverse actions or other negative action taken by the ACCET Accrediting Commission against an institution.