



May 31, 2006

*Re: Accrediting Commission Report
April 2006 Meeting
(via email distribution)*

Dear ACCET and Other Colleagues:

This letter and the accompanying enclosures are presented as an update on the actions undertaken by the ACCET Accrediting Commission at the recently completed meeting. A summary of all final actions, referenced by institution, a summary of statistics for all actions relative to the various classifications of review, and the policy/documentation revision referenced herein, can be viewed and/or downloaded from the ACCET website (www.accet.org) along with this report under **Commission Report** and the **Documents and Forms** links. The following policy synopsis is offered for your reference relative to the email notice on these policy revisions and the current call-for-comment posted and forwarded on April 16, 2006.

Finalized Document Approvals

- **Document 28 - Completion and Placement Policy**

Responsive to the call-for-comment solicitation following the December 2005 Commission meeting, some further refinements to this policy document were incorporated. The feedback received was particularly helpful in clarifying the “remuneration”, now “monetary”, component of placement verification, with particular relevance to the self-employment category. Institutions that have graduates in that category will find a clearer and more instructive statement of the three components for which graduates will be required to sign an acknowledgement as a condition of validating such employment. The other significant revision, under Reporting Requirements, is that the Document 28.1’s “will be maintained at least every 90 days and should be utilized as management tools”, which derives from the Commission’s observations on the good practice standards of institutions with consistently above-benchmark completion and placement rates, as well as being better prepared for the Quality Assurance Unannounced visits.

- **Document 7 - Guidelines for On-Site Evaluation Teams**

Minor procedural revisions for clarification to ensure consistency with current practices relative to the examination team visits, with specific attention to the exit briefing.

- **Document 9.3 – Examination Team Report**

Revisions to the document were required to align it with the recently revised and approved Standards for Accreditation. Minor clarification of the ratings, consistent with Commission practice, is included.

- **Document 31 – Cancellation and Refund Policy**

Revisions included very minor clarifications and the inclusion of a \$100 “administrative fee”, applicable to withdrawals or terminations from long term programs, consistent with the policy statement outlined in Document 29 – Catalog Guidelines and Checklist.

Call for Comment

- **Document 11 – Policies and Practices of the Accrediting Commission**

The review and revisions incorporated into the current draft are focused on two clarifications: (1) revision of the wording in the opening paragraph from “judicial arm” to “policy – and decision – making arm”, and (2) the addition of a Substantive Changes section that codifies long standing practices consistent with the requirements of HEA statutes and USDE regulations.

- **Document 19 – Instructor Evaluation Form**

- **Document 20 – Review of Instructional Materials Form**

Beginning at the August 2005 Commission meeting through the April 2006 meeting, these documents were subjected to ongoing review and discussion to make them clearer, simpler and aligned with current practices. Input from the field is solicited to ensure a more functional approach to examination team observations measured against good practice criteria.

- **Document 22 – Change of Ownership or Control**

The review and revisions incorporated into the current draft are largely clarifications consistent with longstanding practice, in addition to an explicit definition to codify changes of ownership without a change in control. Further guidance from the field on publicly traded companies

would be welcome and is further solicited for consideration by the Commission at its August 2006 meeting.

- **Document LOA – Leave of Absence Policy**

This newly drafted and as yet unnumbered document is presented as guidance to the field in an area that has frequently shown up in reports as a non-compliance issue and/or a source of student complaints. Commentary is solicited to ensure both regulatory compliance and good practice.

The Call-for-Comment response form can be found on the website following the posted draft documents noted herein. Your feedback is important to the ACCET accreditation process, the Commission, and staff, and is sincerely appreciated. This concludes the report of the April 2006 Commission meeting.

Sincerely

A handwritten signature in cursive script, appearing to read "Roger J. Williams".

Roger J. Williams
Executive Director