

POLICY ON ADVERSE ACTIONS BY OTHER AGENCIES

The Accrediting Commission of the Accrediting Council for Continuing Education & Training (AAHEA) follows the policies and procedures set forth in this document whenever it learns of an adverse action taken by a recognized accrediting body and/or an agency of the federal or state government against an institution that is accredited by AAHEA or seeks such accreditation. An adverse action is defined as any formal action taken by such an agency to withdraw, prohibit, and/or restrict the continuation and/or operation of the programs and services offered by the institution. Such 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 pending or final action brought by a recognized accrediting agency to deny initial accreditation, to suspend, revoke, withdraw, or terminate the institution's accreditation or preaccreditation or to place the institution on probation or an equivalent status; the 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.

An initial applicant, accepted applicant, or accredited institution with AAHEA that is the recipient of an adverse action is subject to the appropriate provisions of this policy.

I. The **initial application** of an institution for accreditation will be rejected by AAHEA if the institution has been the subject of an adverse action during the 12-month period preceding submission of its application to AAHEA. The institution may not reapply for AAHEA accreditation for a period of one year following the date of the final action by the recognized accrediting body and/or the state or federal

II. An **applicant institution** that is the subject of an adverse action or that voluntarily resigns its accreditation with another agency during the existence of a show cause action or other pending action, must inform AAHEA in writing within ten (10) days of the action and may have its application terminated. 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 terminates the institution's application, the institution may not reapply for a period of one year following the date of final action involving the other agency.

III. **AAHEA accredited institutions** must inform AAHEA in writing within ten (10) days of an adverse action by a recognized accrediting body and/or an agency of the federal or state government. In addition, the institution must file a comprehensive report to allow AAHEA to determine the appropriate action to be taken. The procedures to be followed by the institution and the action and possible decisions by AAHEA are outlined as follows:

PROCEDURES FOR ACCREDITED INSTITUTIONS:

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

A. The institution must notify the AAHEA office in writing within ten (10) days of the

official notification date of an adverse action taken by the recognized accrediting body or agency of the federal or state government.

Failure to provide the required notification will automatically place the institution on **show cause** status with AAHEA, which will review not only the adverse action taken by the agency but also the total operation of the institution.

B. Within 30 days of the adverse action, the institution must submit a full written report to the AAHEA office including a chronology of events, supporting documentation, and all correspondence between the AAHEA accredited institution and the recognized accrediting body and/or government agency that initiated the adverse action.

PROCEDURES FOR AAHEA:

A. AAHEA will contact the recognized accrediting body or government agency to obtain any additional information that may be available so that AAHEA has as much information as possible for its review of the adverse action taken.

B. AAHEA staff will review the documentation and/or information provided by the institution and the agency that initiated the adverse action, and will take one or more of the following steps:

1. Determine that no further action is required.
2. Conduct an on-site staff visit to the institution to investigate the area(s) in question. If an AAHEA staff member conducts such a visit, all expenses associated with the visit are to be paid by the institution.
3. Send an on-site examination team (the size of the team will be determined based upon the circumstances of the adverse action) to investigate the area(s) in question. If an on-site examination team conducts such a visit, the institution is responsible for on-site examination fees outlined in AAHEA Document 10 – Fee Schedule.

C. The Accrediting Commission will review the documentation made available through Steps A and B above and take appropriate action in accordance with the AAHEA Standards of Accreditation, policies, and procedures. Such action may include: (a) determining that the matter is resolved and no further action required; (b) requesting that the institution provide additional information and/or documentation; (c) issuing an order to the institution to show cause as to why its accreditation should not be withdrawn; or (d) withdrawal of accreditation.