1. Final Criteria Revisions

Following the August 2017 meeting, the Council reviewed and finalized specific areas of the ACICS Accreditation Criteria that had been presented to the Council through its routine systematic review process.

The ACICS Accreditation Criteria publication has been updated to reflect all final criteria revisions with a publication date of September 14, 2017. To review the updated version of the Accreditation Criteria, please visit the ACICS website at: www.acics.org> About Us> Publications> Accreditation Criteria.

The following criteria have been accepted by the Council as final with the effective date of August 4, 2017 (new language is underlined deleted language is struck through).
A. Intent to Bar/Debarment Appeal

Explanation of Changes

The Council clarified the language surrounding the debarment appeal process to indicate that an individual or entity may elect to appeal only the intent to bar. The revised language also indicates the fees involved for an in-person appeal and clarifies the timeframe in which the written notice of intent to appeal must be submitted to the Council office.

2-3-900 – DEBARMENT

… The intent to bar notice will inform the person(s) or entity that they are entitled to present information and materials in writing or in person to appeal the intent to bar at the next scheduled meeting of the Council. The notice will stipulate that if they intend to appeal the intent to bar, the person(s) or entity must inform the Council office in writing within ten business days of receipt of the notice as to whether they will appeal the intent to bar in writing or in person, and an in-person hearing is subject to such fees as contained in the ACICS Schedule of Fees. The Council’s decision is final if the person or entity elects not to appeal within ten business days of the Council notification.

A debarment order may be issued by the Council as a result of its consideration of the facts presented in the appeal. The Council’s decision is final and will be sent to the person(s) or entity by electronic and certified mail following their appeal before the Council.

The Council’s decision is final if the person or entity elects not to appeal within ten days of Council notification. The Council’s decision is also final following appeal.

B. Review Board Members and Expenses of an Appeal

Explanation of Changes

The Council clarified the language regarding the Review Board of Appeals to state that a panel of 3 to 7 persons will be selected from a pool of 15 members of the Review Board of Appeals. The final language also clarifies the remittance of a standard hearing fee.

2-3-600 – REVIEW BOARD APPEAL PROCESS

2-3-602. Appointment of Members. The Review Board of Appeals shall consist of a pool of fifteen (15) persons, all of whom have had experience in accreditation, who are appointed to three-year terms. An appointed person appointed shall not have been a commissioner within one year prior to appointment. The Review Board of Appeals shall consist of at least two (2) academic representatives, two (2) administrative representatives, and three (3) public members, as defined in Appendix A.
A Review Board of Appeals panel of three to seven persons, depending on the scope and complexity of the matter or institution being reviewed, will be designated by the Council from the entire Review Board to hear an appeal from an institution. The Council will also designate one member of the Review Board Panel to serve as chair. The selection and actions of the panel are subject to ACICS conflict of interest policies. A Review Board Panel will consist of at least one (1) public, one (1) administrative, and one (1) academic, one (1) administrative, and one (1) public representative as defined in Appendix A.

2-3-604. Request for Appeal. To exercise its right of appeal, the institution must file a request for a hearing before the Review Board of Appeals and submit the appropriate fee within a time frame determined by the Council, normally not more than 10 business days from date of receipt of notification of the denial or suspension action. The request for a hearing must be in writing and signed by the chief executive officer of the institution. Upon receipt of the request for a hearing and the appropriate fee, pursuant to the ACICS Schedule of Fees, the Council will notify the institution of procedures to follow in preparing for it.

2-3-608. Expenses of Appeal Hearing. The institution shall bear the following expenses in connection with the appeal:
(a) travel and subsistence of the Review Board panel members participating in the hearing; and
(b) cost of the hearing room and transcription.

An appeals deposit must be made with the Council at the time of the filing of the notice of appeal described in Section 2-3-604. This deposit shall be applied to the expenses listed above, and any excess deposit will be returned to the institution.

APPENDIX A     BYLAWS
ARTICLE VII
Appeals Process

Section 1 – Review Board of Appeals. A Review Board of Appeals shall be appointed by the Council. The purpose of the Review Board shall be to review, according to pre-established procedures and guidelines, appeals by members of final negative actions by the Council and in each case either to affirm the action of the Council, to remand the case to the Council for further review, or to amend or overturn the action. The Review Board shall consist of a pool of fifteen (15) persons, all of whom have had experience in accreditation. The Review Board shall include at least two (2) academic representatives, two (2) administrative representatives, and three (3) public members, as defined in Article III, Section 1 herein. Review Board panels will consist of a minimum of three (3) members and be comprised of at least one (1) public, one (1) academic, and one (1) administrative, and one (1) public representative. Members shall be appointed to terms of three years, with terms of initial appointees staggered so that one-third of the terms expire each year. A person appointed to the Review Board shall not have been a
commissioner within one year prior to appointment. The President shall convene timely a panel of the Review Board when necessary.

C. Institutional Grant Length

Explanation of Changes

The Council reinstituted the determination of grant length at the institutional, rather than at the campus level, given that a branch does not hold an independent accredited status; rather, it is approved within the accredited status of the main campus.

2-1-701. Maximum Length of Grants of Accreditation. The Council determines the grant lengths of each campus— institution that is accredited by ACICS. The maximum length of an initial grant of accreditation is three years. If an institution can demonstrate a record of having been in good standing with another institutional accrediting agency recognized by the United States Department of Education, the Council may award an initial grant of up to four years. The maximum length of a renewal grant of accreditation is six years.

2-1-702. Grant Lengths of Branch Campuses in Multiple Campus Institutions. The Council at its discretion may determine that the grant length and/or expiration date for a branch campus will not coincide with the grant length and/or expiration date for the main campus. In the event that the main campus fails to maintain its accreditation status with ACICS, the associated branches and learning sites are ineligible for accreditation by ACICS.

D. Unannounced Visit Fees

Explanation of Changes

The Council revised the language so that institutions will be assessed a flat visit fee for unannounced visits. The language also clarifies that failure to pay the fee may result in an adverse action.

2-1-405. Expenses Fees. Visit expenses for all team members, including the ACICS staff member who accompanies the team, shall be paid by the institution. Expenses include an honorarium for members of the team. A fee will be assessed for this visit. Failure to remit payment for the visit fee may result in an adverse action.

Appendix B (in Criteria) Expenses Fees

A fee will not be assessed for this visit, but each institution will be billed for expenses incurred during the visit. Failure to remit payment for expenses this fee may result in a directive to show cause why the accreditation of the institution should not be withdrawn—an adverse action.
E. Council Hearing and Institutional Review Procedures

Explanation of Changes

The Council clarified the language concerning show-cause directive responses so that “hearing” refers only to in-person appearances before the Council and “institutional review” refers to in-writing responses. Further, the submission of an in-writing response and fee replaces a notification of the institution’s acceptance as confirmation of the understanding of its show-cause status. Clarifications also include revisions to the procedures for when the Council requires a hearing in person.


…The issuance of a show-cause directive may be considered the basis for an institutional review hearing, at the discretion of the Council, as defined in Section 2-3-500. A suspension order or denial action may be issued by ACICS as the result of this hearing the Council’s review of the institution’s response, and such action is considered a final action that may only be appealed to the Review Board of Appeals as described in Section 2-3-600. All institutions that are issued a show-cause directive by the Council will be directed to submit a school closure plan and may be required to submit a teach-out agreement as described in Section 2-2-303 of the Accreditation Criteria.

2-3-500 – COUNCIL HEARING REVIEW OR HEARING PROCEDURES

All institutional review hearings will be in writing unless the Council exercises its sole discretion to allow a hearing in person before the Council. The following procedures will govern reviews to be conducted by and hearings to be held before the Council:

(a) The acceptance of a hearing must be made by a date determined by the Council, which will not be less than 10 days from the date of receipt of the letter of notification of the show-cause directive. The acceptance of a hearing must be in writing and signed by the chief executive officer of the institution. Upon receipt of the acceptance of a hearing, the Council will notify the institution of the procedures to follow to prepare for the hearing.

(b) The institution shall have the right to respond with evidence and facts concerning the areas of noncompliance with which it has been charged, to raise all reasonable questions, and to present evidence in opposition to or extenuation of the charges of noncompliance. Such written evidence must be submitted by the date prescribed by the Council unless the institution can show that such information was not available before the submission date and that failure to make a timely submission was outside of the institution’s control.

(c) In the event that the Council requires a hearing in person, the acceptance of an in-person hearing must be made by a date determined by the Council, which will not be less than ten (10) days from the date of receipt of the letter of notification of show-cause directive. The acceptance of the in-person hearing must be in writing and signed by the chief executive officer of the institution. Upon receipt of the acceptance of the hearing, the Council will notify the institution of the procedures to follow to prepare for the hearing. In the event that the Council allows a hearing in person, the institution may
present only evidence not already considered. The institution may send one or more representatives, including legal or financial counsel, to present its argument in opposition to or extenuation of the Council action. The Council transcribes all such hearings for its records. A copy of the transcript is available to the institution upon request.

2-3-501. **Institutional Review or Hearing Format.** Institutional reviews conducted by and hearings before the Council resulting from a show-cause directive and involving areas of noncompliance other than or in addition to financial concerns will take place before a panel of commissioners.

A review or hearing panel of at least three commissioners will be designated by the Council to review the written response or hear the presentation of the institution, if applicable. The panel will present its findings and its recommended action to the full Council, which will make the final decision within the time frames specified in Title II, Chapter 3.

2-3-502. **Financial Reviews or Hearings.** All reviews conducted by or hearings before the Council for financial concerns only will be deliberated or heard by a panel of at least three commissioners, which will include at least one representative of the Financial Review Committee. The panel will present its findings and its recommended action to the full Council, which will make the final decision within the time frames specified in Title II, Chapter 3.

**F. Change of Ownership/Control Action**

*Explanation of Changes*

The Council made a minor change to the title of the criterion to accurately reflect the contents of the criterion.

2-3-302. **Denial of Renewal of Accreditation or Denial of Reinstatement of Accreditation Following Change of Ownership/Control.** An institution that objects to a Council decision to deny an application for a renewal of accreditation or reinstatement of accreditation following a change of ownership or control has the right to appeal the decision to the Review Board of Appeals pursuant to the procedures described in 2-3-604.

**G. Institutional Show-Cause and Withdrawal of Approval**

*Explanation of Changes*

The Council clarified language to indicate that a show-cause action may result in the withdrawal of approval of a branch campus or withdrawal of accreditation for the institution. Further the language outlines possible consequential actions taken when an institution does not respond to a show-cause directive.
2-3-230. **Show-Cause Directive.** Show-cause is a status that the Council may impose on an institution when it determines that the institution or one of the campuses within the institution does not materially operate in accordance with the Accreditation Criteria. The Council will provide the institution with a written summary of the areas of noncompliance to the institution, and the institution will be required to provide evidence of corrective action for review by ACICS. Following receipt of a show-cause directive, the institution must bring itself into compliance within the time frames specified in Title II, Chapter 3, or the institution will be subject to an adverse action. The issuance of a show-cause directive may be considered the basis for a hearing, at the discretion of the Council, as defined in Section 2-3-500. A suspension order or denial action may be issued by ACICS as the result of this hearing, and such action is considered a final action which may only be appealed to the Review Board of Appeals as described in Section 2-3-600. All institutions that are issued a show-cause directive by the Council will be directed to submit a school closure plan and may be required to submit a teach-out agreement as described in Section 2-2-303 of the Accreditation Criteria.

2-3-231. **Result of Show-Cause.** The Council will not accept any applications for new programs or new campuses from any institution on show-cause unless the institution receives approval in advance to submit such an application.

2-3-400 – ACCREDITATION WITHDRAWN
“Withdrawal of accreditation” differs from “denial of accreditation” in that denial rejects an institution’s application for an initial grant of accreditation or for a renewal of accreditation to take effect upon the expiration of an existing grant of accreditation; withdrawal of accreditation takes away a current grant of accreditation before its expiration. Accreditation may be withdrawn from an institution or inclusion withdrawn from a branch campus through two types of Council action: “revocation of accreditation” or “suspension of accreditation.”

2-3-401. **Revocation.** Revocation occurs without a hearing for any of the following reasons:
(a) An institution or campus notifies the Council that it has closed and/or ceased operation.
(b) An institution or campus fails to submit a written response to a show-cause directive by the indicated due date.
(c) An institution or campus whose accreditation has been summarily suspended does not challenge the suspension within 10 days of receipt of the suspension notice. (See Section 2-2-301.)
(d) The institution or campus fails to file an annual report as required by the Council. (See Sections 2-1-801 - 2-1-802.)
(e) The institution or campus fails to pay its annual fees, application fees, other assessed fees, or evaluation expenses. (See Section 2-1-804.)
A revocation action is not appealable. It requires an institution to start anew and to undergo the entire accreditation process to regain accreditation.

2-3-402. Suspension. Suspension of accreditation may occur when, in the judgment of ACICS, an institution or one of the campuses within the institution no longer complies with the criteria.

By way of illustration, ACICS might issue an order of suspension for reasons such as the following:
(a) The institution or any of its components (a branch or new program, for example), is evaluated as directed by ACICS and is determined not to be in compliance with the criteria.
(b) Periodic required reports filed by the institution or campus fail to conform to Council reporting requirements.
(c) The institution or campus makes substantial or significant change, without notice to ACICS, in its operation, structure, governance, ownership, control, location, facilities, or programs of study.
(d) The institution or campus fails to respond to or cooperate with attempts by the Council to make arrangements for a site evaluation.
(e) The institution or campus has deviated from the criteria or other directives of ACICS.
(f) The institution fails to disclose any agreements, options, or other contractual arrangements between the institution and other parties which bear on the management or control of the main campus or its nonmain campuses.

In all cases of suspension, the Council retains discretion to specify whether and under what conditions the institution might apply for an initial grant of accreditation or inclusion of a branch campus.

2-3-403. Procedural Guarantees for Withdrawal by Suspension. In all cases where accreditation is subject to withdrawal by suspension under Section 2-3-402, the institution is afforded the following procedural guarantees:
(a) Opportunity for a review or hearing before ACICS on all material issues in controversy.
(b) Written prior notice of the proceedings, the charges levied, and the standards by which the institution/campus ultimately is to be judged.
(c) A decision on the record alone and a statement of reasons for the ultimate decision.
(d) A right of appeal as provided in Section 2-3-600.
(e) If the Review Board of Appeals affirms the withdrawal of accreditation by way of suspension, the appeal shall be deemed to be finally disposed of upon issuance of the decision and publication will be made as described in Section 2-3-607.
H. Student Achievement Procedures

Explanation of Changes

The Council clarified language to reflect recent changes in standards and guidelines regarding student achievement, to be consistent with other Council actions, and to provide clarity on its expectations with each action. In addition, two sections of the Criteria have been revised for efficiency and a revision was made to procedural guarantees for withdrawals by suspension.

2-1-809. Student Achievement Review. The Council reviews the Campus Accountability Report (CAR) to monitor performance in terms of student achievement at both the campus and program levels. Measures will include retention, placement, and licensure or certification examination pass rates, if applicable. When this review indicates that the achievement of an institution’s students is below benchmark, the Council will take action consistent with the guidelines outlined in Appendix L, Student Achievement Standards and Campus Accountability Reports. If the Council determines the institution no longer complies with the Council’s requirement for student achievement, the Council will issue a compliance warning or a show-cause directive, or otherwise take action and require the institution to demonstrate compliance within the time frames described in Title II, Chapter 3. If the Council deems an institution significantly out of compliance relative to student achievement outcomes with little or no chance of coming into compliance, then it will take an adverse action. Those with campus- or program-level plans are subject to additional reporting requirements, and additional restrictions may be imposed upon those that are out of compliance.

2-2-502. Program Show-Cause or Compliance Warning. When the Council determines that a program at a campus of the institution has fallen below the compliance standard for retention, placement, or licensure or certification examination pass rates, the institution will be provided in writing with a show-cause directive or compliance warning regarding the alleged deficiency in accordance with the guidelines outlined in Appendix L, Student Achievement Standards and Campus Accountability Reports. The show-cause or compliance warning will note that the program will have to come into compliance by meeting or exceeding the program-level standard prior to the expiration of the established time frame or be taught out and discontinued or otherwise conditioned.

A program show-cause or compliance warning is not a negative or conditioning action and is therefore not appealable. Rather, it is issued as an official notification to an institution that a program provided by the institution is out of compliance with agency standards. Following receipt of a program show-cause or compliance warning, the institution must bring itself into compliance within the time frames specified in Title II, Chapter 3, and Appendix L, or the institution will be subject to adverse action in the form...
of withdrawal of approval for inclusion of the program within the institution’s grant of accreditation as described in Section 2-2-503.

A program that is placed on show-cause status is required to notify its current and prospective students along with the public immediately and in writing of its show-cause status through appropriate means.

Appendix L Student Achievement Standards and Campus Accountability Reports

**INTRODUCTION**

ACICS defines academic quality in terms of the extent to which an accredited institution achieves its intended student learning and student success outcomes. Student learning outcomes involve assessment of skill and competency attainment, including licensure or certification examination pass rates, where applicable. Student success outcomes include student retention or persistence and employment or placement.

Section 2-1-809 of the Accreditation Criteria requires periodic Council review of student achievement data, verified both by the institution as well as by the Council, submitted by the campus in the annual Campus Accountability Report (CAR) as required under Section 2-1-801. Appendix L provides an overview of the Council’s student achievement standards and Council actions that will be taken if the student achievement data show that a campus or program is out of compliance with these standards.

**STUDENT ACHIEVEMENT EXPECTATIONS**

Student achievement standards outlined below apply to retention and placement rates at the campus and program levels, and licensure or certification examination pass rates, where applicable, at the program level. Minimum standards are intended to ensure that a substantial majority of students at ACICS-accredited campuses are retained, pass licensure or certification examinations where applicable, and find appropriate employment.

<table>
<thead>
<tr>
<th>Campus-Level Student Achievement Elements (Effective 2013 Reporting Year)</th>
<th>Standard</th>
<th>Benchmark*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Rate</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>Placement Rate</td>
<td>60%</td>
<td>70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program-Level Student Achievement Elements (Effective 2013 Reporting Year)</th>
<th>Standard</th>
<th>Benchmark*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Program length equal to or less than one (1) year</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>• Program length equal to or more than one (1) year</td>
<td>60%</td>
<td>65%</td>
</tr>
<tr>
<td>Placement Rate</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>Licensure or Certification Examination Pass Rates, where applicable**</td>
<td>60%</td>
<td>70%</td>
</tr>
</tbody>
</table>
A campus and/or program whose rates fall below Benchmark must develop and implement an Improvement Plan.

** Standards Licensure examination pass rates apply where a licensure is required for employment to programs for which licensure or certification is required to practice in the specific career field. The program is also required to meet applicable licensure agency standards if higher rates are required any higher licensure or certification agency standards.

DATA COLLECTION AND VERIFICATION OF DATA INTEGRITY
As required under Standard 2-1-801, each main campus and each branch campus must submit an annual Campus Accountability Report (CAR). These reports are due on or before November 1 annually. The CAR reporting year is July 1 to June 30. Placement is accepted through November 1 of the CAR reporting year. Based on the student-by-student data submitted by the campus, the Council calculates the various student achievement rates. All data reported to ACICS for any purpose is expected to reflect an accurate and verifiable portrayal of institutional performance and is subject to review for integrity, accuracy, and completeness (see Standard 3-1-203). In addition to the Council review of data on an annual basis, placement information is reviewed via monthly submissions, and all CAR data is subject to review and verification at any time, including during an on-site evaluation visit.

STUDENT ACHIEVEMENT REVIEW AND COUNCIL ACTIONS
The Council reviews student achievement data for each campus on an annual basis and takes appropriate action. The Council reserves the right to take immediate prompt adverse action once a campus and/or program is found out of compliance and will exercise its judgment in applying the guidelines outlined below: The Council will follow the guidelines listed below:

<table>
<thead>
<tr>
<th>Year Reporting</th>
<th>Rates</th>
<th>Campus and/or Program Status**</th>
<th>Council Directed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Submission</strong></td>
<td><strong>60-69.9% Reporting</strong></td>
<td>- Development and implementation of an Improvement Plan (IP) and inclusion into the Campus Effectiveness Plan (CEP) (campus and/or program level) - Attendance at ACICS’s Retention and Placement Workshop (campus level)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>50-59.9% Compliance Warning</strong></td>
<td>- Institutional review before the Council Development and implementation of an Improvement Plan (IP) and inclusion into the Campus Effectiveness Plan (CEP) (campus and/or program level) - Submission of a partial Campus Accountability Report</td>
<td></td>
</tr>
</tbody>
</table>

Page 11 of 28
Year Reporting | Rates | Campus and/or Program Status** | Council Directed Activities
--- | --- | --- | ---
Below 49.9% | Show-Cause | Report (CAR) which includes backup documentation to support the rate(s) reported for the specified period. Mid-year rate and backup documentation of the activities occurring between July 1 and December 31 (campus and/or program-level).
- Submission of all communication and reporting with the oversight agency on licensure or certification performance (program-level licensure/certification).
- Submission of updated licensure/certification information as provided by the oversight agency, or a reliable third-party, or as collected and compiled by the campus with supporting backup documentation (program-level licensure/certification).
- Institutional review before the Council.
- Submission of evidence of a corrective action plan to the Council along with documentation of implementation and effectiveness (campus and/or program level).
- Submission of a partial Campus Accountability Report (CAR) which includes backup documentation to support the rate(s) reported for the specified period. Mid-year rate and backup documentation of the activities occurring between July 1 and December 31 (campus and/or program level).
- Notification of its status to its current and prospective students on its website, internal student communication system, and appropriate admissions forms and reference materials (campus and/or program level).
- Submission of a prepared campus closure plan and/or program termination plan that includes an audit of students currently enrolled along with a plan for teach out (campus and/or program level).
- Submission of all communication and reporting with the oversight agency on licensure/certification performance (program-level licensure/certification).
- Submission of updated licensure or certification information as provided by the oversight agency, or a reliable third-party, or as collected and compiled by the campus with supporting backup documentation.
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<th>Year Reporting</th>
<th>Rates</th>
<th>Campus and/or Program^ Status**</th>
<th>Council Directed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*</td>
<td>Adverse Action</td>
<td>Implement an ACICS approved Submission of a Campus Closure Application with a Teach-out Plan and Agreements, if applicable (campus and program level)</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Adverse Action</td>
<td>Institutional review before the Council Appealable to the Review Board of Appeals (campus and/or program level)</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Adverse Action</td>
<td>Submission of Submit a Program Termination Application Plan with teach-out or transfer-out agreements for ACICS approval (program level)</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Adverse Action</td>
<td>Immediate cessation of new enrollment (program level)</td>
</tr>
<tr>
<td>Following Year 1</td>
<td>50-59.9%</td>
<td>Show-Cause</td>
<td>Institutional review before the Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submission of Submit evidence of a corrective action plan to the Council along with documentation of implementation and effectiveness (campus and/or program level)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submission of a partial Campus Accountability Report (CAR) which includes backup documentation to support the rate(s) reported for the specified period (campus and/or program level)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notification of its status to its current and prospective students on its website, internal student communication system, and appropriate admissions forms and reference materials (campus and/or program level)</td>
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<td>Submission of a prepared campus closure plan and/or program termination plan that includes an audit of students currently enrolled along with a plan for teach out (campus and/or program level)</td>
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<td>Submission of all communication and reporting with the oversight agency on licensure or certification performance (program-level licensure/certification)</td>
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<td>Submission of updated licensure or certification information as provided by the oversight agency, or a reliable third-party, or as collected and compiled by the campus with supporting back up documentation (program-level licensure/certification)</td>
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<td>Attendance at ACICS’s Retention and Placement</td>
</tr>
<tr>
<td>Year Reporting</td>
<td>Rates</td>
<td>Campus and/or Program^ Status**</td>
<td>Council Directed Activities</td>
</tr>
<tr>
<td>----------------</td>
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<td>----------------------------</td>
</tr>
</tbody>
</table>
| Below 459.9%   | Adverse Action | Workshop (campus level) | • Implement an ACICS approved Submission of a Campus Closure Application with a Teach-out Plan and Agreements, if applicable (campus and program level)  
• Institutional review before the Council Appealable to the Review Board of Appeals (campus and/or program level)  
• Submission of Submit a Program Termination Plan Application with teach-out or transfer-out agreements for ACICS approval (program level)  
• Immediate cessation of new enrollment (program level) |
| Following Year 2 | Below 59.9% | Adverse Action | • Implement an ACICS approved Submission of a Campus Closure Application with a Teach-out Plan and Agreements, if applicable (campus and program level)  
• Institutional review before the Council Appealable to the Review Board of Appeals (campus and/or program level)  
• Submission of Submit a Program Termination Plan Application with teach-out or transfer-out agreements for ACICS approval (program level)  
• Immediate cessation of new enrollment (program level) |

* If the Council deems an institution or an individual program significantly out of compliance relative to student achievement outcomes with little or no chance of coming into compliance within the maximum time frame, it will take an adverse action. In the event that the Council finds an institution or an individual program to be out of compliance at a level that, in its judgement, judges that the institution or program can come into compliance can be remedied within the maximum time frames specified in Title II, Chapter 3, Introduction in a reasonable period of time, it will take action appropriate to the circumstances, such as compliance warning or show-cause directive.

**For any campus-institution or program that receives a compliance warning or show-cause directive, the institution must bring itself come into compliance within the time frames specified in Title II, Chapter 3, Introduction (i.e. an institution whose longest program is less than one year in length has a time frame of twelve months to come into compliance).

^ A program show-cause directive or compliance warning is not a negative or conditioning action and is therefore not appealable. It is issued as an official
notification to an institution that a program provided by the institution is out of compliance with agency standards.

DESCRIPTION OF STUDENT ACHIEVEMENT REVIEW ACTIONS

Immediate Adverse Action: The Council reserves the right to take immediate adverse action if the institution or one of its campuses is significantly out of compliance with the Council standards with little or no chance of coming into compliance within the maximum time frame. An adverse action for an institution campus is a withdrawal by suspension of the institution’s accreditation, or withdrawal of inclusion of the branch campus’s approval within the accredited status of the institution. An adverse action and for a program is the withdrawal of that program’s approval termination of the program, except for teach-out purposes for the currently enrolled students. An institution, in accordance with Section 2-3-403(a), will be allowed the opportunity for a review before the Council hearing prior to the issuance execution of a withdrawal by suspension an adverse action.

Withdrawal by Suspension or Termination of a Withdrawal of Program Approval: If an institution or one of its campuses does not come into compliance within the time frames specified for by a compliance warning or show-cause directive, then the Council will issue a withdrawal by suspension action of the institution’s accreditation, or withdrawal of inclusion of the branch campus’s approval within the accredited status of the institution. The Council will require the campus to submit an ACICS-approved teach-out plan and teach-out agreement, if applicable. If a program does not come into compliance within the time frames specified for compliance warning or show-cause, it will be required to cease enrollment and terminate the program of study.

If a program does not come into compliance within the time frames specified by the Council a compliance warning or show-cause directive, then the Council will issue a withdrawal of program approval and the institution will be required to immediately cease new enrollments and terminate the program.

Show-Cause: The Council will issue a show-cause directive against any campus or program that is materially below the Council standard, as defined as below 50% for any student achievement indicator in its current submission. The show-cause directive is an action by which the Council determines that the campus and/or program is materially out of compliance and provides the institution an opportunity for a review before the Council concerning the deficiencies identified. The campus must submit evidence to the Council of the corrective actions planned and implemented to improve performance and come into compliance within one year. Further, the campus must prepare a campus closure and/or program termination plan. In addition, the campus and/or program must provide notification of its status to all current and prospective students. If the show-cause directive is as a result of licensure or certification examination pass rate performance, the campus must also provide updated pass rate information and all communication from the oversight agency concerning the monitoring of its performance. As a result of being
found out of compliance, the campus and/or program will have one year to bring themselves into compliance with the applicable standard.

Compliance Warning: Following the CAR submission if a campus and/or program reports student achievement retention or placement rates or program-level licensure examination pass rates between 50-60%, the Council will issue a compliance warning, and the campus and/or program will be found out of compliance. A campus and/or program on compliance warning is required to evaluate, analyze, and if necessary, revise the Improvement Plan implemented while on student achievement reporting. The Council reserves the right to request the submission of the evaluation and analysis of the Improvement Plan for Council review. The campus will be given the opportunity for a review before the Council to provide evidence of improvement at the campus and/or program levels. As a result of being found out of compliance, the campus and/or program must come into compliance within the time frames specified in Title II, Chapter 3, Introduction.

Reporting: Following the CAR submission if a campus and/or program reports student achievement retention or placement rates or program-level licensure or certification examination pass rates between 60-70%, it is considered on student achievement review and reporting. The campus and/or program is required to show improvement and must develop and implement an Improvement Plan that is fully incorporated into the Campus Effectiveness Plan (CEP). The Improvement Plan must identify the factors negatively impacting the student achievement outcome, the specific activities to be implemented or being implemented to address the deficiency, and an analysis of any changes realized since its implementation, include the required elements and This plan will may be reviewed during any on-site evaluation visit. In addition, those campuses must attend an ACICS Retention and/or Placement Workshop.

Data Collection and Verification: ACICS standards are applied by the Council to data collected from each main and branch campus through the annual Campus Accountability Report (CAR). The Council reviews campus- and program-level retention and placement rates and program-level licensure or certification examination pass rates where licensure or certification is required for employment in the state where the campus is located. The CAR reporting year is July 1 to June 30, and placement is accepted through November 1 of the CAR reporting year.

Please refer to Campus Accountability Report (CAR) Guidelines and Instructions for details regarding online submission of the annual report, instructions, types of information collected, and calculation formulas.
I. Substantive and Non-Substantive Changes

Explanation of Changes

The Council included a decrease of 25 percent or more to a program’s clock or credit hours to the list of substantive changes. In addition, the language in several criteria was revised to require that institutions notify ACICS of non-substantive changes prior to implementation and notify ACICS when a substantive or non-substantive change has not been implemented within a year.

2-2-101. List of Substantive Changes. The following institutional changes will be considered substantive and require Council approval before they can be included in the institution’s scope of accreditation:

…(g) a 25% percent or greater change increase in the number of clock or credit hours awarded for successful completion of a program as described in Standard 2-2-109;…

It is required that the change occur within one year of approval. If the institution does not implement the change in this time frame, it shall notify the Council, and reapply for the change if it still seeks implementation. Requests to extend the proposed start date beyond one year of the initial date must be submitted to the Council.

2-2-109. Increasing or Decreasing the Number of Clock or Credit Hours. It is the responsibility of the institution to secure approval from the Council of the intention to initiate an increase of 25 percent or greater in the number of clock or credit hours awarded for successful completion of a program. If the percentage is less than 25 percent but results in a change in the credential level, the credential level will be evaluated to be within the institution’s scope of accreditation.

The institution or campus must initiate the approval process through the submission of a new program application and required documentation for Council review and approval before being included into the institution’s scope of accreditation. The institution shall notify the Council if it does not implement the changes within one year of approval. Requests to extend the proposed start date beyond one year of the initial date must be submitted to the Council.

2-2-121. Changes to Existing Programs. Changes to existing or currently approved programs fall under (a) extensive changes and (b) non-substantive changes.

(a) Extensive Changes. An extensive change to an existing program application process must be initiated and approval received prior to implementation. Failure to do so will result in a compliance warning for offering an unapproved program. The following changes will be considered substantive changes to the institution’s scope of accreditation and require approval per Section 2-2-100—Substantive Changes:
i. a 25% percent change increase in the number of clock or credit hours awarded for successful completion of an existing program; and
ii. a change from clock hours to credit hours.

(b) Non-substantive Changes. These include minor changes to existing programs which do not substantially alter the scope, objectives and nature of the programs as described in Standard Section 2-2-151.

2-2-151. Non-Substantive Program Changes. Institutions and campuses are required to notify the Council of all non-substantive changes to existing programs. Changes in the program name, clock/contact hours, credits awarded, or program length will be disclosed to the public via the ACICS website prior to implementation. The following non-substantive changes will be acknowledged:

(a) less than 25% percent change in existing contact hours; credits awarded, curriculum content (courses offered), or program length of a currently approved program within a 12-month period;
(b) a change in the name of an existing program that does not change the overall objective of the program; and
(c) a change from semester to quarter credit hours or vice versa.

If the institution applies for acknowledgment of non-substantive program changes prior to implementation but chooses not to implement the changes within one year of approval, it must notify the Council. Requests to extend the proposed start date beyond one year of the initial date must be submitted to the Council.

J. Renewal of Accreditation Application Submission

Explanation of Changes

The Council revised criteria to allow institutions to submit all renewal applications and fees three months prior to their scheduled visit cycle and to prohibit any significant institutional change between the self-study submission and the visit, to provide for a more accurate review and verification of the self-study.

2-1-300 – RENEWAL OF ACCREDITATION

It is the responsibility of the institution to file an application and remit the appropriate fees for a renewal of accreditation three months prior to the start of the assigned review cycle by September 30th of the year prior to the last year of the grant of accreditation. This also involves submission of the institution’s renewal self-study, with supporting documents. Institutions that have not submitted a renewal self-study at least two months prior to the start of the assigned review cycle by December 1st of the year preceding expiration of the grant, and have not requested and received an appropriate extension or notified the Council of intent to voluntarily withdraw its accreditation, will be subject to late fees and may be issued a show-cause directive compliance warning. The accreditation previously granted to an institution expires automatically with the passage of time unless extended by an action taken by ACICS. An extension of the previous grant
cannot exceed one year, and not more than one extension may be given except for extraordinary circumstances over which the institution has no control.

2-1-301. Application. The process of application for a renewal of accreditation is the same as for initial accreditation except that institutions are not required to undergo another resource visit. No substantive changes shall be made to the institution once the application has been submitted, leading up to the campus site visit. Multiple-campus institutions that are applying for renewals of accreditation will be required to submit a separate self-study for each branch campus….

K. Advertising – Third-Party Services

Explanation of Changes

The Council revised language in one element of Appendix C regarding disclosure of third-party services.

Appendix C

ADVERTISING Any advertisement or promotional literature written or provided by an institution through any type of media shall be completely truthful and dignified. The material shall be presented in a manner which avoids leaving any false, misleading, or exaggerated impressions with respect to the institution, its personnel, its courses and services, or the occupational opportunities for its graduates. An English translation for advertising that is in a language other than English must also be available.

...5. An institution shall not use the words “free” and “guarantee” for advertising or marketing purposes in a manner that is misleading to prospective or current students. A disclosure must be made for services which are funded by third parties that are offered at no cost to students.

L. Integrity

Explanation of Changes

The Council revised the language of criterion 3-1-202 to include capability of management.

3-1-202. Institutional Integrity and Capability. The integrity and capability of an institution is manifested by the professional competence, experience, personal responsibility, and ethical practices demonstrated by all individuals comprising the ownership, control, or management.
M. Classification of “Centrally Controlled Institutions” and “Distributed Enterprise”

Explanation of Changes

The Council revised language within the Criteria to provide consistency of classification regarding institutions/campuses and to remove outdated language.

1-3-200. Classification of Institutions. The Council classifies institutions into three categories: single-campus, and multiple-campus, and distributed enterprise. Classification depends upon the number of locations included within the institution and the nature of administrative control over educational activities at the institution.

1-3-203. Centrally Controlled Institution. A centrally controlled institution is an institution that provides educational programs at multiple locations operating within the context of an administrative system. *Implementation of this section of the Criteria and all references to Centrally Controlled Institution is not yet effective. The effective date will be announced as soon as it has been determined by the Council.

(a) The centrally controlled institution must include one main campus with branch campuses and an academic administrative center. The institution must demonstrate its capacity to add and to successfully control educational activities at multiple locations.

(b) The academic administrative center is the primary location of a centralized academic administrative system by which educational activities at a centrally controlled institution are controlled. These educational activities include development and delivery of instructional programs, hiring and evaluation of faculty, establishment and maintenance of facilities, selection and purchasing of instructional equipment and library resources, provision of academic and student support systems, and maintenance of financial stability. The physical address of an academic administrative center may be identical to or separate from that of a main campus. Some administrative activities not directly related to design and delivery of educational programs may be controlled at other locations affiliated with the academic administrative center.

(c) To be classified as a centrally controlled institution, an institution must have
   (i) been accredited for at least ten consecutive years; and
   (ii) a main campus and at least three branch campuses that are currently accredited by ACICS and have been accredited by ACICS for at least the last four years.

(d) To be classified as a centrally controlled institution, an institution must provide satisfactory evidence of a well-established and highly centralized administrative system to ensure and enhance quality at all the campuses of the institution that includes the following:
   (i) clearly identified academic control;
   (ii) regular evaluation of the compliance of all the campuses with Council standards;
   (iii) adequate faculty, facilities, resources, and academic and student support systems;
   (iv) financial stability; and
(v) long-range planning, including planning for expansion.

Compliance of a centrally controlled institution with the Accreditation Criteria is evaluated by the Council at the system level and also subsequently at the individual campus level. Accreditation is granted to the institution, with the specific inclusion of the main campus and all branch campuses.

Title II Chapter 1
2-1-100 − Accreditation Workshop Requirements
The Council schedules accreditation workshops each year. Applicants for initial or renewals of accreditation are required to attend a workshop. During these workshops, Council representatives will consult with institutional representatives to help them understand and complete the process. Institutional representatives are required to attend an accreditation workshop within 18 months prior to the final submission of the evaluation visit materials, which are due two weeks prior to an on-site visit. For initial applicants, the chief on-site administrators of main campuses and all branch campuses are required to attend. For currently accredited institutions, the chief on-site administrators or the renewal self-study coordinators for single-campus institutions and multiple-campus institutions, and representatives of centrally controlled institutions are required to attend. Currently accredited centrally controlled institutions are responsible for providing workshop information to the chief on-site administrators and renewal self-study coordinators of all main campuses and branch campuses.

2-1-300 − RENEWAL OF ACCREDITATION
2-1-301. Application. The process of application for a renewal of accreditation is the same as for initial accreditation except that institutions are not required to undergo another resource visit. No substantive changes shall be made to the institution once the application has been submitted, leading up to the campus site visit. Multiple-campus institutions that are applying for renewals of accreditation will be required to submit a separate self-study for each branch campus. Institutions classified as centrally controlled institutions may submit a consolidated self-study with an appropriate supplement for each location. The Council will not consider an application for a renewal of accreditation unless all reports are current and all fees are paid. (See Sections 2-1-801 and 2-1-802.)

2-1-400 − VISITING TEAMS, SELECTION AND COMPOSITION
2-1-402. Composition of Teams. The size and qualifications of the team are determined at the discretion of the Council based on the type and size of the institution, the type and number of programs being offered, the mode of educational delivery, the location of the campus, student enrollment, credentials offered, and other special circumstances such as visits to centrally controlled academic administrative centers. Full-team on-site evaluation visits will consist of individuals serving as academic, administrative, public, or member representatives as defined in Appendix A, Bylaws.
2-1-500 – TEAM FUNCTIONS AND PROCEDURES
2-1-503. Procedures. Institutions are provided in advance with a checklist of materials and documents that should be current and readily available for review by the team. Prior to the visit, institutions are required to update the self-study where significant changes have occurred since its submission to ACICS. Teams visiting an academic administrative center will generate a report that will be shared with teams conducting visits to the individual campuses within the centrally controlled structure.…

2-1-600 – POST-VISIT PROCEDURES
2-1-601. Opportunity to Respond. The ACICS office sends a copy of each evaluation team report to the designated representative at the centrally controlled academic administrative center main campus or to the chief on-site administrator of the respective multiple- or single-campus institution. These individuals are invited to respond in writing within the specified time frame.

2-1-800 – MAINTAINING ACCREDITATION
2-1-801. Annual Accountability Reports. The Annual Accountability Reports must be submitted on Council forms, comply with Council guidelines, and be certified by the chief executive officer of the institution. Data must be submitted separately on the Campus Accountability Report (CAR) for each main campus and for each branch campus. A centrally controlled institution must also submit a consolidated Institutional Accountability Report (IAR) containing information and data on the institution as a whole. These reports are due on or before November 1 annually. Failure to submit the Annual Accountability Reports in a timely manner will result in the revocation of accreditation.

2-1-802. Annual Financial Report. The Annual Financial Report must be submitted on Council forms and be certified by an officer or stockholder of the corporation. Data must be submitted separately for each campus included in a grant of accreditation. A centrally controlled institution must also submit a consolidated report containing data on the institution as a whole. It is due no more than 180 days after the end of the institution’s fiscal year. Failure to submit the Annual Financial Report in a timely manner will result in the revocation of accreditation.

2-2-200 – REDESIGNATION OF CAMPUSES
2-2-203. Designation of Centrally-Controlled Institution. An institution may apply for classification as a centrally controlled institution by submitting an application and attachments on forms provided by the Council. Upon review of these materials, an evaluation visit will be conducted at one or more administrative sites and designated campuses to verify the information submitted and assess the eligibility of the institution for this classification. A full report will be submitted to the Council for review and approval.
3-1-202. **Institutional Integrity and Capability.** ...

(a) Emphasis shall be placed upon the efficiency and effectiveness of the overall administration of the institution. Attention shall be given to educational activities, admissions, student financial aid, financial operations, plant and equipment, student services, and compliance with applicable local, state, and federal laws. The degree of institutional compliance with the criteria in these areas is a measure of the administrative capability of the chief on-site administrator of a main campus or branch campus and, for a distributed enterprise, the designated chief administrator of the institution.

**Glossary**

**Institution, Distributed Enterprise.** An institution that provides educational programs at multiple locations operating within the context of a well-established and highly centralized administrative system. (See Section 1-3-203.)

**N. Addition of Scheduled Graduation Date on Enrollment Agreements**

**Explanation of Changes**

The Council has revised criterion language to provide a mechanism for capturing students’ expected graduation dates at the time of enrollment. This is to assist in the tracking of graduate cohorts. In order to allow institutions time to revise their enrollment agreements, this change will be implemented as of January 1, 2018.

3-1-414. **Enrollment Agreements.** All institutions must use an enrollment agreement for each enrolled student which clearly outlines the financial obligations of both the institution and the student. The agreement must outline all program-related tuition and fees as well as the scheduled month and year of expected graduation, must be signed by the student and the appropriate school representative, and a copy provided to the student.

**O. Denial Actions Not Affecting Overall Accreditation**

**Explanation of Proposed Changes**

The Council proposes that institutions may respond to denial actions in writing, including those based on substantive changes.

2-3-303. **Other Denial Actions Not Affecting Overall Accreditation.** An institution that objects to a Council decision to deny an application for the addition of a program within the institution’s current scope of accreditation for branch-to-freestanding status or new program inclusion will be given the opportunity to present its case to a panel of the Council and to be heard at a subsequent regularly scheduled meeting of the Council. The institution may offer new evidence that will be considered by the Council if timely
submitted, or any substantive change addressed in Section 2-2-101 will be given the opportunity to present its case in writing to the Council.

3. For Information Only

A. Learning Site Time Frame Extension

At the August 2017 meeting, the Council voted to grant a one-year extension to the deadline for institutions with learning sites outside of the five-mile radius requirement to re-designate these locations as branches or seek other alternatives. The new deadline is December 31, 2018.

B. Graduation Rates

Based upon an update report from the staff on the policy initiative directed by the Council at its August 2016 meeting, the establishment of a graduation rate standard to supplement ACIC’s longstanding retention rate requirement will be finalized at the December 2017 meeting. The revisions to the Campus Accountability Report (CAR) have included the additional data elements necessary to establish “scheduled to graduate” cohorts for every program offered by ACICS accredited institutions, from which a full year’s report (July 1, 2016 – June 30, 2017) will be prepared for the Council’s review immediately following the October 31, 2017 CAR submission due date. The conclusion of those preparations along with the expected data analysis that will be made available for the Council’s review at its December 2017 meeting, will serve to establish a graduation rate standard for all of the various degree and certificate level programs by which ACICS accredited institutions would be held accountable.

C. Bylaws Revisions

The ACICS Board of Directors approved revisions to the bylaws as they relate to Council titles (e.g. Secretary and Vice-Chair), definition of a public member, and Council composition to adapt to our changing number of institutions.

The following revisions were effective February 10, 2017 (new language is underlined deleted language is struck through):

ARTICLE II
Board of Directors

Section 3 – Officers of the Board and Officers of the Council....

(c) Secretary. The President shall serve as the Secretary of the Board. The Secretary shall be a Director and shall be elected by majority vote of the Directors present and voting at a duly constituted meeting of the Board. The Secretary is
responsible for preparing and maintaining custody of the minutes of all meetings of members, the Board, and the Council for the purpose of authenticating the records of the Corporation for each, for giving all notices required in accordance with these Bylaws, for receiving service in legal matters, and for performing all duties customary to the office of Secretary. The Secretary shall have custody of the corporate seal and authority to affix the seal to any instrument requiring it.

ARTICLE III
Council

Section 1 – Composition. The Council shall consist of the elected and appointed commissioners generally representing member institutions; appointed commissioners-at-large, who are unaffiliated with a member institution; and public representatives formerly employed at a public institution. It shall comprise fifteen (15) commissioners, at least five (5) of whom shall be elected by the membership and the balance of whom shall be appointed by the Council, and it shall include at least two academic representatives and at least two administrative representatives. Academic representative is defined as someone currently or recently directly engaged in a significant manner in postsecondary teaching and/or research. Administrative representative is defined as someone currently or recently directly engaged in a significant manner in postsecondary institutional or programmatic administration. At least three six of the appointed commissioners shall be public representatives, not to exceed seven. Notwithstanding the foregoing, an elected commissioner may be replaced by an appointed commissioner for the remainder of the elected commissioner’s term in the event of a vacancy.

The following revisions were effective August 7, 2017:

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... Article II: Board of Directors...

Section 3—Officers of the Board and Officers of the Council...

(b) Chair-elect Vice Chair

Article III: Council...

Section 3—Chair and Chair-elect Vice Chair

Article II
Board of Directors...

Section 3—Officers of the Board and Officers of the Council. The officers of the Board of Directors shall be: Chair, Chair-elect Vice Chair, Secretary, and Treasurer. The officers of the Council shall be: Chair and Chair-elect Vice Chair.
... (b) **Chair-elect Vice Chair.** The Chair-elect Vice Chair of the Council shall serve also as Chair-elect Vice Chair of the Board. The Chair-elect Vice Chair assumes responsibilities as delegated by the Board; in the absence of the Chair, shall serve as Chair of the Board and of the Council; serves as Chair of the Nominating Committee; and shall serve as Chair of the Board and Council in the subsequent year. …

**ARTICLE III**

**Council…**

Section 3—Chair and Chair-elect Vice Chair. The Chair of the Council shall be the Chair-elect Vice Chair from the previous year. The Council shall elect the Chair-elect Vice Chair of the Council, who will become Chair in the subsequent year, annually by majority vote of the commissioners present and voting at a duly constituted meeting of the Council. …

**ARTICLE IV**

**Elections, Terms, Vacancies, Removal, Resignations, and Compensation…**

Section 5—Terms. The term of service as a commissioner shall be five years. A person elected or appointed to fill a term of less than two and one-half years is entitled to apply for nomination and election or appointment to a full term. Upon completion of a commissioner’s term, the commissioner shall not be eligible to serve another full term through election or appointment until three (3) years have elapsed. However, a commissioner appointment to complete a vacated term, in full or part, is not subject to the three-year (3) waiting period. A commissioner who is elected to the Office of Chair-elect Vice Chair in the final year of that commissioner’s term shall have that term extended for one (1) year to allow service as the Chair of the Council to be fulfilled. If nominated, public representatives may serve one additional appointment without the three-year (3) waiting period. …

**ARTICLE V**

**Committees…**

Section 1—Standing Committees of the Council. There shall be the following standing committees of the Council:

(a) **Nominating Committee.** The Nominating Committee shall be responsible for the screening of nominees and the selection of candidates for election as commissioners. It also shall identify persons qualified to be appointed as commissioners and recommend them to the Council for appointment. The Nominating Committee shall seek to maintain a Council that is generally representative of the types of member institutions.

(1) **Composition.** The Nominating Committee shall be appointed by the Chair of the Council and shall consist of five (5) members, at least four (4) of whom are current commissioners. Members representing both nondegree and degree granting institutions are encouraged. There shall be two (2) representatives from the Executive Committee of the Board of Directors and one (1) person from
an ACICS-accredited institution who may or may not be a member of the Council. The Chair-elect/Vice Chair of the Council and Board automatically serves as the Chair of the Nominating Committee.

Section 2—Standing Committees of the Board of Directors. There shall be the following standing committees of the Board:

(a) **Executive Committee.** The Executive Committee shall consist of the Chair of the Board of Directors, who shall serve as Chair of the Executive Committee; the Chair-elect/Vice Chair of the Board, who shall serve as Chair of the Executive Committee in the absence of the Chair of the Board; the Secretary; the Treasurer; and two additional Directors elected annually by majority vote of the Board. The Executive Committee acts on behalf of the Board and/or Council during the periods between Board and Council meetings.

The following revisions were effective August 23, 2017:

**ARTICLE I**

**General Provisions and Definitions…**

**Section 7 – Public Representatives.** Representatives of the public are persons who are interested in career education; have knowledge or experience useful to the accreditation process; are willing to contribute opinion, advice, and expertise to the endeavors of ACICS and the Council; and are not (1) employed or formerly employed within the last 3 years by an institution or program that either is accredited by the agency or has applied for accreditation; or (2) associated as members of the governing board, owners, shareholders, consultants or in some other similar capacity with an institution or program that either is accredited by the agency or has applied for accreditation; or (3) a member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (4) a spouse, parent, child, or sibling of an individual identified in paragraph (1), (2), or (3) of this definition.

**ARTICLE III**

**Council**

**Section 1 – Composition.** The Council shall consist of the elected and appointed commissioners generally representing member institutions; appointed commissioners-at-large, who are unaffiliated with a member institution; and public representatives. It shall be comprised of no less than nine (9) and no more than fifteen (15) commissioners, at least five (5) thirty (30) percent of whom shall be elected by the membership and the balance of whom shall be appointed by the Council, and it shall include at least two academic representatives and at least two administrative representatives. Academic representative is defined as someone currently or recently directly engaged in a significant manner in postsecondary teaching and/or research. Administrative representative is defined as someone currently or recently directly engaged in a significant manner in postsecondary institutional or programmatic administration. At least (6) sixty forty (40) percent of the appointed commissioners shall be public representatives. Notwithstanding the foregoing, an elected commissioner may be replaced by an appointed commissioner for the remainder of the elected commissioner’s term in the event of a vacancy.
ARTICLE V
Committees…

Section 2 – Standing Committees of the Board of Directors. There shall be the following standing committees of the Board:

(a) Executive Committee. The Executive Committee shall consist of the Chair of the Board of Directors, who shall serve as Chair of the Executive Committee; the Vice-Chair of the Board, who shall serve as Chair of the Executive Committee in the absence of the Chair of the Board; the Secretary; the Treasurer; and two additional Directors as the Chair deems necessary, which are elected annually by majority vote of the Board. The Executive Committee acts on behalf of the Board and/or Council during the periods between Board and Council meetings. Accurate minutes of each Executive Committee shall be maintained and shall be provided to the Board of Directors and/or Council at the next subsequent meeting of the Board of Directors or the Council. The Executive Committee’s responsibilities shall be: between meetings of the Board and/or Council, act on issues requiring the timely attention of the Board of Council and assume such other duties as the Board of Directors or Council may from time to time delegate to the Executive Committee….

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If you have any questions about the memorandum to the field, please contact:

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