



## Policy Changes Proposed on First Reading

### Title: Withdrawal of Application for Accredited or Candidate Status

#### Background

The policies addressing situations where applying institutions withdraw their application for candidacy or initial accreditation required amendment to provide information on how the Commission will handle the withdrawal and any subsequent reapplication.

The amended policies require that an institution withdrawing its application for candidacy, which is the completed self-study or assurance filing, prior to receiving action by the Board of Trustees must restart the Eligibility Process from the beginning, and the Commission will have available the records of the previous application in reviewing any subsequent application. The amended policies also require that an institution withdrawing its application for initial accreditation prior to receiving action by the Board of Trustees may be continued in candidacy by the Institutional Actions Council provided that the institution is not near the end of its four-year candidacy. However, if the institution is near the end of the four-year candidacy, the policy makes clear that a withdrawal of the application is also a withdrawal from status.

#### Key to Proposed Changes

Because these policies will be included in a revised presentation of Commission Policies, they are shown here with a temporary numbering scheme. Policy wording to be deleted or revised is shown as strikethrough (~~old wording~~); new policy language, whether through addition or revision, is shown in bold (**new wording**).

#### Comments Invited

The Commission invites comments on these changes before the Board takes final action at its meeting on October 31 – November 2, 2012. Comments can be sent to [policycomments@hlcommission.org](mailto:policycomments@hlcommission.org). Comments on these policies are due by September 7, 2012.🌱

	Split Policy Among Sections on Initial Candidacy and Initial Accreditation
Current Policy 1.4	<b>Withdrawal of Application for Accredited or Candidate Status</b>  An institution may withdraw its application for affiliation without prejudice at any

	<p>time prior to a decision on that affiliation by the Board of Trustees. The withdrawal must be initiated by the legally designated governing body of the institution. The Commission will retain all fees paid to it by the institution if the application is withdrawn after the on-site visit has been made.</p> <p>Adopted August 1987, renumbered November 2010.</p>
<b>New Policy 1.1(b)2</b>	<p><b>Grant of Candidacy</b></p> <p><b>The Board of Trustees will review an institution’s application for candidacy and all related materials after the institution has undergone evaluation by a team of peer reviewers and an Institutional Actions Council hearing, as defined in Commission policy. The Board of Trustees may grant or deny candidacy.</b></p> <p>None. New policy.</p>
<b>Revised Policy 1.1(b)3</b>	<p><b>Withdrawal of Application for Candidacy</b></p> <p>An institution may withdraw its application for <del>affiliation</del> <b>candidacy</b> <del>without prejudice</del> at any time prior to a decision on that <del>affiliation</del> <b>application</b> by the Board of Trustees. <del>The withdrawal must be initiated by</del> The legally designated governing body of the institution <b>must approve the withdrawal</b>. <del>The Commission will retain all fees paid to it by the institution if the application is withdrawn after the on-site visit has been made.</del> <b>If an institution that has withdrawn its application for candidacy seeks status again with the Commission at a later time, it must wait at least one year from its withdrawal and then begin with the Eligibility Process. Commission records of this application and its evaluation by the Commission shall be available to Commission staff and Peer Reviewers evaluating the institution in all subsequent reviews.</b></p> <p>Former policy 1.4 “Withdrawal of Application for Accredited or Candidate Status” (replicated above). Policy history: Adopted August 1987, renumbered November 2010.</p>
<b>New Policy 1.1(b)2</b>	<p><b>Grant of Initial Accreditation</b></p> <p><b>The Board of Trustees reviews an institution’s application for initial accreditation and all related materials after the institution has undergone evaluation by a team of peer reviewers and an Institutional Actions Council hearing, as defined in Commission policy. The Board of Trustees may grant or deny initial accreditation. If it grants initial accreditation, it may grant such accreditation subject to interim monitoring, restrictions on institutional growth or substantive change, or other contingency.</b></p> <p>None. New policy.</p>
<b>Revised</b>	<b>Withdrawal of Application for Initial Accreditation</b>

<b>Policy 1.1(b)3</b>	<p>An institution may withdraw its application for <del>affiliation</del> <b>initial accreditation</b> <del>without prejudice</del> at any time prior to a decision on that <del>affiliation</del> <b>application</b> by the Board of Trustees. <del>The withdrawal must be initiated by</del> The legally designated governing body of the institution <b>must approve the withdrawal</b>. <del>The Commission will retain all fees paid to it by the institution if the application is withdrawn after the on-site visit has been made.</del></p> <p><b>If an institution is nine months or less from the end of its four-year term of candidacy when it withdraws its application, such withdrawal shall also constitute voluntary withdrawal from status with the Commission. If an institution that has withdrawn its application for initial accreditation in these circumstances seeks Commission status at a later time, it must wait at least one year from its withdrawal and seek candidacy by initiating the Eligibility Process.</b></p> <p><b>If an institution is more than nine months from the end of its four-year term of candidacy when it withdraws its application for initial accreditation, it may request continued candidacy instead. If it withdraws its application before or during the initial accreditation visit, after receiving the team report, or after receiving a recommendation from the Institutional Actions Council Hearing, and the team or Hearing Committee raised no issues that call into question the institution's compliance with the requirements of the candidacy program, the institution may continue in its original four-year candidacy subject to action for continued candidacy by the Institutional Actions Council. If either the team or the Hearing Committee raised issues related to the institution's compliance with the requirements of the candidacy program, the Commission's Board of Trustees must take action regarding the ongoing candidacy of the institution.</b></p> <p>Former policy 1.4 "Withdrawal of Application for Accredited or Candidate Status" (replicated above). Policy history: Adopted August 1987, renumbered November 2010.</p>
-----------------------	--