



THE MIDDLE STATES ASSOCIATION OF
COLLEGES AND SCHOOLS
3624 MARKET STREET
PHILADELPHIA, PA 19104

APPLICATION FOR EXTENSION OF ACCREDITATION SECOND REQUEST

Middle States Commission on Secondary Schools Policy Statement 5.5. Extension of Accreditation Term

Special or emergency conditions may affect the capability of an institution to carry out a meaningful self-study and reevaluation visit. In such cases, the head of the institution may request that the reevaluation be postponed. In effect, a request for postponement of a reevaluation visit is an extension of the term of accreditation.

5.5.1. Rationale for Acceptable Extensions

The following are examples of special and emergency conditions for which the Commission has granted extensions of accreditation and postponement of a reevaluation visit in the past. This list is neither exhaustive nor all-inclusive. It is provided to demonstrate the parameters within which acceptable requests may lie:

- Major construction or renovation of the institution's facilities that will be so disruptive to the life of the school that a meaningful self-study and reevaluation visit could not be conducted.
- Labor actions that cause members of the institution's staff to withhold services and, as a result, prevent them from performing their expected roles in a self-study and reevaluation visit
- The need for time to align the institution's strategic planning efforts with those of the parent organization and/or state/federal mandated processes.

5.5.2. Requests for One-Year Extensions

A one-year extension of an institution's accreditation term may be granted by the Executive Director of the Commission. Requests for extension of accreditation must be submitted on the application form provided for that purpose. Except for emergency conditions that cannot be anticipated or foreseen, a request for extension of accreditation must be submitted when the school receives the Application for Evaluation from the Commission or not later than 12 months prior to the date the school's accreditation will expire.

5.5.3. Requests for Two-Year Extensions

Except in extremely unusual circumstances that have been documented and verified, the Commission does not consider requests for extension of accreditation beyond one year. However, if the conditions for which a one-year extension was granted have not abated, or if a new special or emergency condition arises, the head of the institution may submit a second application. The Commission staff may also request additional documentation to support the institution's application and/or require an onsite visit. The Executive Director may grant a two-year extension and will inform the Commission, at its next regularly scheduled meeting, of such actions. Fees may be assessed.

5.5.4. Requests for Three-Year Extensions

All requests for a third extension must be reviewed and approved by the Commission. Fees may be assessed. There will be at least one year deducted from the institution's future accreditation term.

5.5.5. Requests for Extensions Greater than Three Years

The Commission has no provision for extensions beyond three years. It is the view of the Commission that institutions must address emergency or unusual needs within the time allotments set forth in the extension policy, return to Candidate Status, or terminate membership.

5.5.6. Rights Reserved by the Commission Regarding the Grant of an Extension of the Accreditation Term

Requests for extension of accreditation will not be granted by the Commission unless there is assurance by the institution that the quality of the institution's educational effort is, in the Commission's view, consistent with the Commission's standards for accreditation at the time the request is made.

5.5.7. Right to Appeal

If the Executive Director or the Commission denies the institution's request for extension of accreditation and postponement of a reevaluation visit, the institution may appeal that decision in writing to the Commission on Secondary Schools.

5.5.8. Change in Membership Status

If an institution is unable to meet the Expectations for Accredited Institution outlined in Policy 1.2, fails to complete a self-study/planning process, host an evaluation visit, and/or obtain accreditation within the period prescribed, the Commission may require a change in membership status to Candidate for Accreditation. This status will remain in effect until the institution completes a self-study/planning process, hosts an evaluation team, and is granted accreditation by the Commission.

5.5.9. Change in Term of Accreditation Term

The Commission reserves the right to deduct years from the upcoming accreditation term (i.e. shorten the future accreditation term by the number of years granted in extensions).

Policy #5.5.1-5.5.9.

Initial Adoption Date: October 18, 2003

Last Revision and Adoption Date: October 18, 2003

PROCEDURES

- 1) Complete and submit the signed Application for Extension of Accreditation, Second Request, at the time the Application for Evaluation is received or not later than 12 months prior to the date the school's accreditation will expire. The Commission staff may also request additional documentation to support the institution's application and/or require an onsite visit. The Executive Director may grant a one-year. Fees may be assessed.
- 2) Conduct an assessment using the survey form included with the application to determine if the school continues to be in compliance with the Commission's 12 accreditation standards. Convene a committee for this purpose that includes, as a minimum, representatives of the school's teaching faculty and administration. Compile the results of this assessment and include the results with the Application.
- 3) On the basis of the information provided by the school and the Commission's representative (if required), the Executive Director will act upon the request and notify the school of the action taken within a reasonable period.

- 4) If the Executive Director denies the school's request for extension of accreditation, the school may appeal that decision in writing to the Commission's Executive Committee (Policy 5.5.7.).
 - 5) If the Executive Committee denies the school's request or the Executive Director's decision is not appealed, the school must conduct a self-study, host an evaluation visit, and be granted accreditation by the Commission prior to the expiration of the school's accreditation.
 - 6) If the school fails to complete a self-study, host an evaluation visit, and/or obtain accreditation within the period prescribed, the school's membership status will change to a "Candidate for Accreditation" until it completes a self-study, hosts a reevaluation committee, and is granted accreditation by the Commission. A Candidate school continues as a member of the Commission on Secondary Schools and is required to pay annual dues and all applicable fees. However, the school is listed as a Candidate school and not as an accredited school in the Commission's directory.
 - 7) If a request for extension of accreditation and postponement of a reevaluation visit has been denied and the school has not sought and been granted accreditation by the Commission accreditation before the expiration of its accreditation, the school's membership status will be changed to a "Candidate for Accreditation."
 - 8) If accreditation has not been sought and granted within one calendar year of the change to Candidate status, the Executive Director will withdraw the school's accreditation and terminate its Middle States Association membership.
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NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

TELEPHONE NO.: _____ FAX NO.: _____

HEAD OF SCHOOL: _____

E-MAIL ADDRESS: _____

DATES OF LAST EVALUATION TEAM VISIT: _____

ACCREDITATION EXPIRATION DATE: _____

State the school year in which the school will conduct a self-study and the school year in which the school will host a reevaluation team if the request for extension of accreditation is granted:

SELF-STUDY IN SCHOOL YEAR: _____

REEVALUATION TEAM VISIT IN SCHOOL YEAR: _____

NOTE: Attach to this application a thorough justification for the school's request for an extension of accreditation and postponement of a reevaluation visit. The justification should include evidence that is compelling and is emergency in nature.

By our signatures affixed to this application, we attest that:

- 1) the information submitted to the justify for an extension of accreditation and postponement of a reevaluation team visit for the school named above is accurate; and
- 2) the school continues to be in compliance with the Commission's Standards for Accreditation.

[The signatures of at least two of the three persons in the positions named below must accompany this application]

Head of School

Date

District/Archdiocesan Superintendent

Date

Head of Governing Body

Date

FOR OFFICE USE ONLY

Approved

Disapproved

Reason(s):

_____ AOR Initials

_____ Self-Study Year

_____ Evaluation Year

Deduct _____ year(s) from next accreditation cycle