



EXTENSION OF ACCREDITATION TERM

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. Fees may be assessed.

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, be placed on Probationary Accreditation 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 Institutions 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 place the school on Probationary Accreditation status. 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. If the school is not granted accreditation within the three years provided by Policy 3.6.6., the Commission may act to remove the school's accreditation status.

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).

5.5.10. Extensions for Postsecondary Institutions

Postsecondary institutions shall not, under any circumstances, be granted an extension of more than one year.

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to Probationary status)*