

Addendum to the *Handbook 2021*

ACCREDITING COMMISSION FOR COMMUNITY AND PRECOLLEGIATE ARTS SCHOOLS
February 2022

As noted below, the CAAA Board of Trustees approved these revisions during a vote taken in January 2022.

Standards for Community and Precollegiate Arts Schools and Programs

— Action by the CAAA Board of Trustees —

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Standards for Community and Precollegiate Arts Schools and Programs

II. Purposes and Operations

J. Branch Campuses and Extension Programs

Amend II.J. as follows:

J. Branch Campuses and **Other Entities** ~~Extension Programs~~

Programs in these categories must meet application requirements in Appendix I.C.

Appendix I.A.

— Action by the CAAA Board of Trustees —

ACCPAS Handbook 2021—Pages 28–29

Appendix I.A., Specific Operational Standards for All Institutions for which ACCPAS is the Institutional Accrerator

II. Procedural Requirements

B. Starting a Branch Campus or Similar Entity

Amend II.B. as follows:

B. **Starting a Branch Campus or Similar Entity** (*an entity with a separate faculty, significant programmatic independence, and a separate administrative structure*)

If an accredited institution plans to establish a new branch campus, or similar entity that functions in the same manner, in the U.S. or elsewhere, the following materials must be submitted at least six months prior to the opening of the branch/**similar entity**:

1. A business plan. At minimum, the business plan must contain a complete description of:
 - a. the educational program to be offered and the delivery systems to be used at the branch campus/**similar entity**;
 - b. the projected revenues and expenditures and cash flow at the branch campus/**similar entity**;
 - c. the operation, management, and physical resources at the branch campus/**similar entity**.

At the same time, the institution must provide:

- d. information showing the financial and administrative relationship of the branch/~~similar entity~~ to the main campus;
 - e. the most recent audited financial statement of the institution.
2. Information in the standard ACCPAS format demonstrating compliance with operational standards and applicable curricular standards.

If required by ACCPAS, within six months of the opening of a branch campus or similar entity, the branch must host a team of ACCPAS visiting evaluators.

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Appendix I.A., Specific Operational Standards for All Institutions for which ACCPAS is the Institutional Accrator

II. Procedural Requirements

C. Automatic Actions

Amend II.C. as follows:

C. Automatic Actions

1. Automatic Review

The following circumstances will cause an automatic review of the institution's accreditation status:

- a. Declaration or evidence of financial exigency.
- b. State or local governmental action that results in challenges to the institution's license to operate.
- c. Change in ownership or major change in control, provided ACCPAS is given at least five days advance notice in writing. This includes but is not limited to (1) the sale of the institution or the majority of its assets, (2) the transfer of the controlling interest of stock of the institution or its parent corporation, (3) the merger of two or more institutions, (4) the division of one or more institution(s) into two or more institutions, (5) the transfer of controlling interest of stock of the institution to its parent corporation, (6) the transfer of the liabilities of the institution to its parent corporation, (7) change in over seventy-five percent of board membership at any one time, and (8) the complete replacement of one set of board members by another within a six-month period.

However, the five-day-advance-notice rule does not apply in cases where transfer of ownership occurs by right of survivorship upon the death of an owner, or similar circumstances. In these cases, ACCPAS must be notified within five days of the occurrence.

- d. Notice to establish a branch campus or ~~similar other~~ entity that would offer programs eligible for review by ACCPAS, or notice of intent to significantly expand affiliative uses of the institution's name to other educational programs.
- e. Failure to gain accreditation or candidacy status upon application to another nationally recognized institutional accrediting agency, or loss of accreditation or candidacy status held with such agency.

2. Automatic Suspension

Automatic suspension of accreditation will occur under the following circumstances:

- a. The filing of Chapter 11 bankruptcy proceedings by the institution.
- b. The filing of Chapter 7 bankruptcy proceedings by the institution.

- c. Change in ownership or major change in control without five days advance notice in writing to ACCPAS. This includes but is not limited to (1) the sale of the institution or the majority of its assets, (2) the transfer of the controlling interest of stock of the institution or its parent corporation, (3) the merger of two or more institutions, (4) the division of one or more institution(s) into two or more institutions, (5) the transfer of controlling interest of stock of the institution to its parent corporation, (6) the transfer of the liabilities of the institution to its parent corporation, (7) change in over seventy-five percent of board membership at any one time, and (8) the complete replacement of one set of board members by another within a six-month period.
- d. The establishment, without prior notice, of a branch campus or ~~similar other~~ entity offering programs eligible for review by ACCPAS, or significant expansion, without prior notice, of affiliative uses of the institution's name to other educational programs.

Following automatic suspension, accreditation may be reinstated only upon application to and approval by ACCPAS. Because the suspension results without action or prior approval on the part of the Commission, this change in status does not constitute formal withdrawal of accreditation, and thus is not a negative action subject to review of adverse decisions or to appeal.

Appendix I.C.

— Action by the CAAA Board of Trustees —

ACCPAS Handbook 2021—Pages 33–34

Appendix I.C., Branch Campuses, Extension Programs

Amend as follows:

APPENDIX I.C.

BRANCH CAMPUSES AND OTHER ENTITIES, ~~EXTENSION PROGRAMS~~
(such as additional locations, extension programs, and other external programs)

I. Branch Campuses ~~and Other Entities, Extension Programs~~

See I.B.2. through 6. of this appendix for descriptions.

A. Standards

1. The school shall protect the use of its name and by doing so, protect the integrity of its accredited status.
2. Branch campuses/~~other entities~~ must have and advertise the same name as the main campus, and must be identified in the catalog or catalog supplement and in other publications of the main campus.
3. It is not necessary for the branch ~~campus/other entity~~ to offer all of the programs that are offered at the main campus; however, the catalog of the main campus must clearly identify the programs offered only at the branch campus/~~other entity~~.
4. Extension ~~and other external~~ programs may be affiliated with either the main campus or branch campus, and, as appropriate, must be identified in the catalog of either the main or the branch campus.
5. The school must ensure that all branch campus ~~and other entity, extension, or similar~~ activities:
 - a. are considered integral parts of the institution as a whole;
 - b. maintain the same standards as courses and programs offered on the main campus;

- c. receive sufficient support for instructional and other needs.
- 6. Students involved in branch or **other entity extension** programs must have convenient access to all necessary learning resources.
- 7. The institution must maintain direct and sole responsibility for the academic quality of all aspects of all programs and must ensure adequate resources.
- 8. If programs or courses use **special** instructional delivery systems such as computers, television, videotape, or audiotape, appropriate opportunities must be provided for students to question and discuss course content with faculty.
- 9. The nature and purpose of any use of the institution's name must be clearly and accurately stated and published.
- 10. Schools must keep ACCPAS informed of discussions and actions leading to the establishment of branch campuses or **other entities extensions** or to any expanded affiliative uses of the institution's name.
- 11. **Accreditation by ACCPAS does not automatically transfer when a branch campus becomes independent or if an other entity becomes a branch campus.**

B. Guidelines and Policy

- 1. Various terminologies are used to describe affiliated entities and activities. The terminology used in Appendix I.C. designates functions and organizational structures. ACCPAS policies and standards are applied according to these functions and organizational structures, irrespective of the terminology used to designate them.
- 2. A branch campus is normally considered a separate institution within the same corporate structure as the main campus.
- 3. ~~A branch normally offers a complete program leading to an academic credential or provides community education services, and has a significant amount of local responsibility for administrative control and program decision making.~~ A branch campus is normally considered an additional location of a school that is geographically apart from and independent of the main campus and typically:
 - a. is permanent in nature;
 - b. offers a complete program leading to an academic credential or provides community education services, and has a significant amount of local responsibility for administrative control and program decision making; and
 - c. holds appropriate authority and autonomy in matters related to faculty and administration, and budget and hiring practices.
- 4. A branch may publish its own catalog.
- 5. **Other entities** ~~An extension~~ ordinarily ~~do does~~ not offer ~~a~~ complete programs of study leading to an academic credential. **Other entity Extension** programs normally share faculty with, offer the same programs as, and are under the administrative programmatic control of the main school.
- 6. **With regard to other entity programs** ~~In extension and similar services,~~ main campus faculty have a substantive role in ~~their the~~ design and implementation ~~of programs.~~
- 7. ~~Accreditation by ACCPAS does not automatically transfer when a branch campus becomes independent or if an extension facility becomes a branch campus.~~

Appendix I.D.

— Action by the CAAA Board of Trustees —

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Appendix I.D., Distance Learning

1. Definition

Amend 1. as follows:

1. **Definition.** Distance learning involves programs of study conducted entirely or partially away from regular in-person interactions between teachers and students in classrooms, studios, tutorials, laboratories, and rehearsals associated with coursework and programs on the campus. Normally, distance learning uses technologies to deliver instruction and support systems, and enables substantive interaction between instructors and students. **Technologies include, but are not limited to:**
 - a. The Internet;
 - b. One- and/or two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, or wireless communications devices;
 - c. Audio conferencing; or
 - d. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs, are used in a course in conjunction with any of the technologies listed in a.-c. above.

Rules of Practice and Procedure

— Action by the CAAA Board of Trustees —

ACCPAS Handbook 2021—Pages 54–55

Rules of Practice and Procedure

Article VI., ACCPAS Procedures

Section 6. Policy Concerning Continuous Deferrals

Amend Article VI., Section 6. as follows:

~~Section 6. Policy Concerning Continuous Deferrals. After the second consecutive deferral of an application of an accredited institution for failure to meet a specific standard, ACCPAS shall adopt one of the following motions upon third consideration of the application:~~

- ~~1. to approve the application;~~
- ~~2. to approve the application with a request for a progress report;~~
- ~~3. to require a response for the next Commission meeting showing cause why the institution:~~
 - ~~a. should not be placed on probation, or~~
 - ~~b. should not have accreditation revoked;~~
- ~~4. to place the institution on probation;~~
- ~~5. to revoke accreditation.~~

Section 6. Policy Concerning Commission Action and Timelines

A. Action. After the second consecutive request from the Commission for information sufficient to enable an accreditation decision, should an application of an accredited institution fail to indicate compliance with a specific standard, the Commission shall adopt one of the following motions upon third consideration of the application:

1. To require a response from the institution for the next Commission meeting demonstrating compliance with any standard cited;
2. To require a response from the institution for the next Commission meeting showing why the institution:
 - a. should not be placed on probation, or
 - b. should not have its accreditation revoked.
3. To place the institution on probation; or
4. To revoke accreditation.

NOTE: An institution placed on probation is reminded of the timelines pertaining to this sanction (see Rules of Practice and Procedure, Article III., Section 2., 2.).

NOTE: In extreme cases, the Commission may take immediate action to sever an institution's relationship with ACCPAS by revoking accreditation when it has been determined that such an action is warranted (see Rules of Practice and Procedure, Article VI., Section 7.B.2.b.).

B. Compliance

1. Institutions are asked to demonstrate compliance at the earliest possible time.
2. The Commission may extend the timeline for compliance for good cause as may be warranted. Good cause is defined as a concerted and comprehensive effort and activity on the part of the institution to maintain compliance with all relevant standards. Extensions for good cause are typically one year in length but may be extended for two years, should positive circumstances or developments at the institution warrant an additional year.
3. If an institution or program is unable to come into compliance as noted in A. above, the Commission may take action to revoke the institution's accreditation.

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Rules of Practice and Procedure Article VII., Substantive Change Section 2. Definition

Amend Article VII., Section 2. as follows:

Section 2. Definition. "Substantive change" includes but is not limited to:

1. Any fundamental change in the established mission, goals, or objectives of the institution or a major arts unit therein.
2. Any change in the legal status, ~~or~~ form of control, or ownership of the institution.
3. The acquisition of any other institution or any program or location of another institution.

4. ~~3.~~ The addition or amendment of curricular programs that represent a significant departure, in terms of either the content or method of delivery, from those that were offered when ACCPAS most recently evaluated the institution: these programs are normally considered in the Plan Approval process described in Article VIII below.
5. ~~4.~~ Starting a branch campus or ~~other extension~~ program.
6. ~~5.~~ Other major changes that would impact continuing compliance with ACCPAS Standards applicable to programs being offered.