The following table presents the existing language and proposed edits for each section of policy subject to amendment, along with the rationale for each change.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Policy** | **Proposed Amendment** | **Rationale** | **Page Number** |
| **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **3. Scope of Review**  **…**  **Policy II.3.01**  **…**  In communicating with candidates (students of the EPP), faculty, other stakeholders, and the public about its accreditation status and term, an EPP is required to distinguish accurately between programs that are accredited, as a result of having been included in the scope of review, and those that are not. | **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **3. Scope of Review**  **…**  **Policy II.3.01**  **…**  In communicating with candidates (students of the EPP), faculty, other stakeholders, and the public about its accreditation status and term, an EPP is required to distinguish accurately between programs that are accredited, as a result of having been included in the scope of review, and those that are not.  All programs included within a CAEP review will be identified in information CAEP makes available to the public through its website ([www.caepnet.org](http://www.caepnet.org)). | Makes clear that all programs included within a CAEP review are identified in information that CAEP makes available to the public through its website. | Page 16 |
| **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **5. Requirements for Attainment of Accreditation: Compliance with Standards and Other Accreditation Requirements**  **…**  **Policy II.5.01 Compliance with Standards and Applicable Federal Regulatory Requirements**  **…**  An EPP must also establish and make public its expectations for achievement of academic quality and indicators of student success. The EPP shall implement processes to determine whether candidates and completers meet the stated expectations. At least annually, the EPP shall make evidence of student success public, in aggregate form, and include such evidence in the CAEP Annual Report and any subsequent Self-Study report, as appropriate. | **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **5. Requirements for Attainment of Accreditation: Compliance with Standards and Other Accreditation Requirements**  **…**  **Policy II.5.01 Compliance with Standards and Applicable Federal Regulatory Requirements**  **…**  An EPP must also establish and make public its expectations for achievement of academic quality and indicators of student success. The EPP shall implement processes to determine whether candidates and completers meet the stated expectations. At least annually, the EPP shall make evidence of student success public, in aggregate form, and include such evidence in the CAEP Annual Report and any subsequent Self-Study report, as appropriate. An EPP’s failure to adhere to any annual reporting requirement, in full and within a timeline established by CAEP, will be determined non-compliant with CAEP policies and subject to Accreditation Council action which may be a Warning Action or, in the event of continued noncompliance, Adverse Action. | Amendments bring into this policy on compliance the annual report requirement established elsewhere in policy and underscore the need for full and timely compliance.  s | Page 18 |
| **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **5. Requirements for Attainment of Accreditation: Compliance with Standards and Other Accreditation Requirements**  **…**  **Policy II.5.02 Compliance with Other Accreditation Requirements**  The Accreditation Council, relying on evidence and information provided by an EPP, and gathered throughout the accreditation review process, determines whether the EPP has demonstrated compliance with the requirements of this policy. These requirements are only applicable to an EPP that is seeking accreditation or reaccreditation through Specialty Accreditation for Freestanding EPPs and such accreditation enables the EPP to obtain eligibility to participate in Title IV, HEA programs.  Evidence and information considered include but are not limited to evidence submitted by the EPP; third-party comments; records of student complaints received by, or available to CAEP; records of compliance with the EPP’s program responsibilities under Title IV of the Higher Education Act and other information that the U.S. Secretary of Education may provide to CAEP, if applicable; and reports prepared by Evaluation Team members and Accreditation Council panel members.  **(a.) Distance Education Policies or Procedures**  An EPP that offers distance education must have processes in place, and describe them in the Self-Study Report, through which the EPP establishes that any student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. | **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **5. Requirements for Attainment of Accreditation: Compliance with Standards and Other Accreditation Requirements**  **…**  **Policy II.5.02 Compliance with Other Accreditation Requirements**  ~~The Accreditation Council, relying on evidence and information provided by an EPP, and gathered throughout the accreditation review process, determines whether the EPP has demonstrated compliance with the requirements of this policy. These requirements are only applicable to an EPP that is seeking accreditation or reaccreditation through Specialty Accreditation for Freestanding EPPs and such accreditation enables the EPP to obtain eligibility to participate in Title IV, HEA programs.~~  CAEP, at its discretion, through the application process or any accreditation review, may require ~~E~~evidence and information regarding the following: ~~considered include but are not limited to evidence submitted by the EPP; third-party comments; records of student complaints received by, or available to CAEP; records of compliance with the EPP’s program responsibilities under Title IV of the Higher Education Act and other information that the U.S. Secretary of Education may provide to CAEP, if applicable; and reports prepared by Evaluation Team members and Accreditation Council panel members.~~  **(a.) Distance Education Policies or Procedures**  An EPP that offers distance education must have processes in place~~, and describe them in the Self-Study Report,~~ through which the EPP establishes that any student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. | Amendments give CAEP discretion to look for evidence of policies relating to distance education and transfer of credit policies, including as early as the application process, rather than only requiring evidence for an EPP that might, subject to U.S. Department of Education recognition, seek Title IV access. The distance education policies, in particular, are reasonable expectations for all EPPs. | Page 19 |
| **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **7. International Accreditation**  **…**  **Policy II.7.04 Fees for an International On-Site Review**  Per CAEP’s published fee structure, international EPPs pay a base rate plus direct expenses for the On-Site Review. CAEP staff will review the expected costs with the international site. | **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **7. International Accreditation**  **…**  **Policy II.7.04 Fees for an International ~~On-~~Site Review**  Per CAEP’s published fee structure, international EPPs pay a base rate plus direct expenses for the ~~On-~~Site Review, whether on-site or virtual. CAEP staff will review the expected costs with the international site. | Amendments give CAEP discretion to conduct reviews of international EPPs either or through virtual review processes. | Page 22 |
| **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **10. Fees**  **Policy II.10.01 Annual EPP Fees**  An EPP seeking accreditation, upon CAEP’s acceptance of an Initial Application, or reaccreditation, must pay annual fees which allow CAEP to carry out its mission, provide necessary activities and services, recover costs of doing business, and ensure CAEP’s financial stability. Payment of fees establishes an EPP’s annual membership in CAEP, as described in Bylaws; however, CAEP is not a member-governed corporation. | **II. SCOPE OF ACCREDITATION; GENERAL PROVISIONS**  **…**  **10. Fees**  **Policy II.10.01 Annual EPP Fees**  An EPP that completes the first part of CAEP’s 2-part application process is sent a first annual fee invoice. The EPP must remit the first annual fee before continuing through the application process. Timely payment of annual fees is required thereafter, and continuing throughout any subsequent term of accreditation. ~~seeking accreditation, upon CAEP’s acceptance of an Initial Application, or reaccreditation, must pay~~ ~~a~~Annual fees ~~which~~ allow CAEP to carry out its mission, provide necessary activities and services, recover costs of doing business, and ensure CAEP’s financial stability. Payment of fees establishes an EPP’s annual membership in CAEP, as described in Bylaws; however, CAEP is not a member-governed corporation. | Amendments provide additional detail for transparency regarding current practice. | Page 24 |
| **III. INITIAL ACCREDITATION PROCESS**  **…**  **1. Obtaining Applicant Status**  **…**  **Policy III.1.02 Request for Evaluation**  An EPP seeking Initial Accreditation must first make a formal Request for Evaluation (RFE) in accordance with Initial Application guidelines and including the signature of the EPP’s administrator (e.g., CEO, Dean, or Director) and, if applicable, President/CEO. | **III. INITIAL ACCREDITATION PROCESS**  **…**  **1. Obtaining Applicant Status**  **…**  **Policy III.1.02 Request for Evaluation**  An EPP seeking Initial Accreditation must first make a formal Request for Evaluation (RFE) in accordance with Initial Application guidelines and including the signature of the EPP’s administrator (e.g., CEO, Dean, or Director) and, if applicable, President/CEO. No later than 7 days after receipt of a complete Request for Evaluation, CAEP staff will inform the EPP that an electronic Initial Application shell has been opened for the EPP. This step may be referred to as part 1 of the 2-part application process. The Part 1 initial application review will include a finance review for EPPs not able to provide evidence of having been subject to a financial review by an accreditor on the list of nationally recognized accreditors published by the U.S. Department of Education or approved by the country in which the provider is located.  An EPPs submission of a completed Initial Application begins part 2 of the 2-part application process. | Additional language proposed to delineate the move from part 1 to part 2. | Page 31 |
| No current policy. | **III. INITIAL ACCREDITATION PROCESS**  **…**  **1. Obtaining Applicant Status**  **…**  **Policy III.1.04 Interim Reporting**  After receipt of Applicant Status and until such time as an EPP is accredited, the EPP must promptly report any of the following events to CAEP:  …  (h.) Any pending or final legal action involving the EPP; | Amendment requires EPPs to report to CAEP any pending or final legal action involving the EPP. | Page 32 |
| **III. INITIAL ACCREDITATION PROCESS**  **…**  **2. Accreditation**  **…**  **Policy III.2.05 Formative Feedback**  Following the EPP’s submission of its Self-Study Report, the Evaluation Team will evaluate the Self-Study Report and supporting documentation provided by the EPP. | **III. INITIAL ACCREDITATION PROCESS**  **…**  **2. Accreditation**  **…**  **Policy III.2.05 Formative Feedback**  Following the EPP’s submission of its Self-Study Report, the Evaluation Team will evaluate the Self-Study Report and supporting documentation (evidence uploaded into CAEP’s accreditation management information system) provided by the EPP. | Amendments provide clarity regarding the expectation that any supporting documentation provided during the Formative Feedback process is to be uploaded into CAEP’s accreditation management information system. | Page 35 |
| **IV. RENEWAL OF ACCREDITATION PROCESS**  **…**  **1. Renewal of Accreditation**  **…**  **Policy IV.1.16 Voluntary Withdrawal by EPP**  An EPP may withdraw from the Initial Accreditation Process at any time prior to the date of any Accreditation Council decision to grant or deny accreditation by submitting a letter of withdrawal from the EPP administrator (e.g., President, Provost, Chief Academic Officer) to the CAEP President. The EPP’s Applicant Status will be terminated on the date that the letter of withdrawal is received by CAEP unless a date of withdrawal is enumerated in the letter. CAEP will not refund any fees paid prior to the date of withdrawal. | **IV. RENEWAL OF ACCREDITATION PROCESS**  **…**  **1. Renewal of Accreditation**  **…**  **Policy IV.1.16 Lapse of Accreditation and Voluntary Withdrawal by EPP**  (a.) **Intent to Let Accreditation Lapse**. An EPP not intending to seek Renewal of Accreditation at the end of its current term of accreditation shall make timely notification to CAEP of its decision to let its CAEP accreditation status lapse effective the final day of the semester indicated in the current term of accreditation. If an EPP fails to timely confirm Site Review date(s) or otherwise fails to meet Renewal of Accreditation timelines established in this document, CAEP may notify the EPP that it is being moved into Lapse status contingent on the EPP’s confirmation of intent to proceed with Renewal of Accreditation and remediation of any tardiness in its preparation. Through the remainder of the existing term of accreditation, the EPP must meet all Continuing Accreditation requirements or be subject to Adverse Action  (b.) **Voluntary Withdrawal**. An EPP may withdraw from the Initial Accreditation Process at any time prior to the date of any Accreditation Council decision to grant or deny accreditation by submitting a letter of withdrawal from the EPP administrator (e.g., President, Provost, Chief Academic Officer) to the CAEP President. The EPP’s Applicant Status will be terminated on the date that the letter of withdrawal is received by CAEP unless a date of withdrawal is enumerated in the letter. CAEP will not refund any fees paid prior to the date of withdrawal. | Amendments made to include lapse where EPPs fail to timely confirm site review date(s) or otherwise fail to meet renewal of accreditation timelines. | Page 51 |
| **V. CONTINUING ACCREDITATION**  **…**  **5. Good Cause Extension**  **…**  **Policy V.5.04 Voluntary Withdrawal by EPP**  An EPP may withdraw from the Initial Accreditation Process at any time prior to the date of any Accreditation Council decision to grant or deny accreditation by submitting a letter of withdrawal from the EPP administrator (e.g., President, Provost, Chief Academic Officer) to the CAEP President. The EPP’s Applicant Status will be terminated on the date that the letter of withdrawal is received by CAEP unless a date of withdrawal is enumerated in the letter. CAEP will not refund any fees paid prior to the date of withdrawal. | **V. CONTINUING ACCREDITATION**  **…**  **5. Good Cause Extension**  **…**  **Policy V.5.04 Lapse of Accreditation and Voluntary Withdrawal by EPP**  (a.) **Intent to Let Accreditation Lapse**. An EPP not intending to seek Renewal of Accreditation at the end of its current term of accreditation shall make timely notification to CAEP of its decision to let its CAEP accreditation status lapse effective the final day of the semester indicated in the current term of accreditation. If an EPP fails to timely confirm Site Review date(s) or otherwise fails to meet Renewal of Accreditation timelines established in this document, CAEP may notify the EPP that it is being moved into Lapse status contingent on the EPP’s confirmation of intent to proceed with Renewal of Accreditation and remediation of any tardiness in its preparation. Through the remainder of the existing term of accreditation, the EPP must meet all Continuing Accreditation requirements or be subject to Adverse Action  (b.) **Voluntary Withdrawal**. An EPP may withdraw from the Initial Accreditation Process at any time prior to the date of any Accreditation Council decision to grant or deny accreditation by submitting a letter of withdrawal from the EPP administrator (e.g., President, Provost, Chief Academic Officer) to the CAEP President. The EPP’s Applicant Status will be terminated on the date that the letter of withdrawal is received by CAEP unless a date of withdrawal is enumerated in the letter. CAEP will not refund any fees paid prior to the date of withdrawal. | Amendments proposed to mirror new lapse language suggested with Renewal of Accreditation, above. | Page 58 |

In addition to the proposed policy amendments detailed above, Attachment A includes edits to and expansion of some provisions of introductory/contextual and procedural text. This includes the following:

* Introduction (pp 9-12)
  + CAEP’s 2-part application process is referenced for clarity and context.
  + Background information that was originally included to explain changes in terminology is removed.
  + Reference is made to the expectation (included in policy amendments later within the document) that an EPP maintain compliance with Eligibility criteria throughout any term of accreditation.
  + Context regarding CAEP’s recognition by CHEA and continued interest in seeking recognition by the U.S. Secretary of Education is updated.
  + Ad-Hoc Appeal Panel information is corrected to specify that ta Panel may be assembled to serve as a decision making body following any Council decision to revoke accreditation.
  + Information is included to indicate (consistent with current practice and internal procedures) that CAEP staff are required to comply with internal policies and procedures, including those regarding training, conflicts of interest, and confidentiality.
  + Language in the Section 7. Overview of CAEP’s Accreditation Process clarifies that an EPP must maintain specified objectives regarding the achievement of its candidates – this makes explicit the expectation that student achievement goals and measures are a core requirement.
* Section II. Scope of Accreditation; General Provisions (pp 15-29)
  + In procedural text regarding Multi-Site EPPs, EPPs that provide courses largely or exclusively through distance education are asked to disclose this to CAEP during the initial application.
  + Procedural text regarding International Accreditation explains that international EPPs will be asked to provide a statement or assurance from its governing or quality assurance body as evidence for Standard 6. Fiscal and Administrative Capacity.
  + Procedural text notes that EPPs may utilize sign language interpreters, subject to limitations that are specified in policy.
  + Procedural text regarding Complaints is updated to indicate that the Compliance Officer or designated CAEP staff may request additional information from a complainant, if needed to facilitate consideration of the complaint or subsequent investigation.