

4. Policy on Change of Location or New Administrative Site

When an institution decides to move to a new location, however close to the original site, or add a new Administrative Site, it is necessary for an Examining Committee or DETC Staff member to visit the new site and for the Accrediting Commission to approve the new site. This policy applies when any previously approved location (headquarters or administrative offices) is affected or a new Administrative Site is added. (When a training site is moved, refer to C.7. Policy on New Combination Distance Study—Resident Programs.)

Action

An accredited institution must notify the Director of Accreditation in writing prior to moving to its new location or adding a new Administrative Site. Before accreditation can be affirmed for the new location, the institution must prepare a *Change of Location or New Administrative Site Report* and undergo an on-site visit.

An on-site visit must take place within **six** months of the change of location or addition of a new Administrative Site.

When the new site is established or the move is completed, the institution must submit **three** copies of a *Change of Location or New Administrative Site Report* to the Director of Accreditation. The Report must address the following Standards:

- II. Educational Program Objectives, Curricula and Materials;
- III. Educational Services;
- IV. Student Services;
- VI. D. Faculty/Instructors;
- VIII. A. Advertising and Promotion;
- XI. Plant, Equipment, and Record Protection
- IX.B. Demonstrated Operation.

The Accrediting Commission will review the Report on the Change of Location or New Administrative Site visit. If the Report is favorable, the Commission may grant its approval. The Commission may require the institution to make changes that are recommended in the Report. The Commission's approval is subject to the institution's written statement that it agrees with the findings and recommended actions in the Report, and that it will comply in a timely fashion with any recommendations.

The *Change of Location or New Administrative Site Report* must be signed and dated by the institution's President. The Report must include a narrative and supporting documentation when appropriate on the following:

Overview:

1. Background on the institution (structure of the institution, date founded by whom, date first accredited, former address, what programs are offered, number of students, number of staff members, etc.).
2. The date and reason(s) for the relocation or new administrative site.
3. Name, address, and telephone number of the new site.

II. Educational Program Objectives, Curricula, and Materials

4. A description of any changes in courses/programs resulting from the relocation or establishing a new Administrative Site.

III. Educational Services

5. Provide information on any significant changes to educational services resulting from the relocation or establishing a new Administrative Site.

IV. Student Services

6. Provide information on any significant changes in student services resulting from the relocation or establishing a new Administrative Site.

VI. D. Faculty/Instructors

7. A report on changes that have been made to the institution's staff and faculty (provide resumes of new faculty and state what courses they are teaching);

VIII. A. Advertising and Promotion

8. Provide information on changes to any advertising and promotional materials (including web site) showing the new address, phone numbers, etc.

XI. Plant, Equipment, and Record Protection

9. A description of the new location that should include a picture, diagram, and floor plan of the facilities.
10. A copy of the lease or deed for the site.
11. Evidence of professional liability, property, and general liability for the institution. Provide a copy of the "Certificate of Liability Insurance."
12. Full information on the office equipment and record keeping storage system showing that the new location is capable of handling the administrative requirements and the educational program of the institution;
13. A copy of a certificate of occupancy permit or any other documents required by local officials for operating the institution at the new location;
14. A description of any relevant documentation evidence of compliance with fire codes. Provide a copy of the fire inspection report.

15. Information on how records are maintained, protected, stored, and retained at the new location. Describe fully the hardware and software capabilities, and explain how vital records are protected from theft, fire, flood, earthquakes or other natural disasters.
16. Provide documentation of the fire exit plan, fire suppression plan, and first aid equipment in use at the location. Describe other emergency procedures in place for the protection and safety of employees.

IX.B. Demonstrated Operation.

17. Evidence that the institution is or continues to be properly licensed, authorized, or approved by the applicable state educational institutional agency.
18. Provide an updated DETC Teach-Out Agreement form (E.8. or E.9), which includes the institution’s new address.

#

(revised September 2010)

(This page was left blank on purpose.)