EXTENSION OF ACCREDITATION TERM FOR POST SECONDARY CAREER & TECHNICAL INSTITUTIONS

Unique or emergency situations and events may affect the ability of an accredited institution to conduct a meaningful self-study and host an accreditation visit prior to the expiration of the institution's current term of accreditation. In such circumstances, the head of the institution may request that the term of the institution's accreditation is extended for cause and for a specific period. All extensions are granted by the discretion of the President of the Commissions or his/her designated representative.

Section 1: Rationale for an Acceptable Request for Extension of the Term of Accreditation. The following are examples of unique and emergency situations and events that *may* provide a rationale for which the President of the Commissions *may* grant an extension of an institution's term of accreditation and postponement of an accreditation visit. This list is neither exhaustive nor all-inclusive. It is provided to demonstrate the parameters within which acceptable requests *may* lie. Regardless of the circumstances, extensions are approved at the discretion of the President or his/her designee.

a. Major construction or renovation of the institution's facilities that will be so disruptive to the life of the institution that a meaningful self-study and accreditation visit could not be conducted;
b. 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 accreditation process and visit;
c. The need for time to align the institution's accreditation activities with strategic or long-range planning activities of the parent organization and/or state/federal mandated processes;
d. A change in the leadership of the institution;
e. A global catastrophe such as a pandemic, hurricane, earthquake, tornado, etc. that requires the institution to cease functioning for a period of time that would preclude an on-site accreditation visit;
f. An interruption in the institution's functioning and delivery of its educational program that is beyond the control of the institution, such as governmental coups, wars, and insurrections

Section 2: Extension of Term of Accreditation for Postsecondary Institutions

Requests for Extension of the Term of Accreditation by Postsecondary, Non-Degree Granting Career and Technology Institutions. Postsecondary, non-degree granting career and technology institutions that are using or intend to use their MSA-CSS accreditation to establish eligibility to participate in

federal Title IV financial aid programs are not eligible, under any circumstances, for an extension of more than one year.

The President and/or designee will inform the appropriate Commission(s) of extensions to institutions' term of accreditation at their semi-annual meetings.

Extension of the Term of Accreditation. The Commission on Secondary Schools may, for good cause, may approve an institution's request for an extension of the institution's term of accreditation.Good cause includes the events/circumstances listed in Section 1 of this policy.

Length of an Extension of the Term of Accreditation.

a. An extension to an institution's term of accreditation for good cause may not exceed 12 months.
b. If the institution does not conduct a self-study, host an onsite accreditation visit, and be granted accreditation/reaccreditation within the period of extension or one calendar year, whichever is greater, the Commission shall immediately initiate an adverse action against the institution, either Removal of Accreditation or return to Candidate for Accreditation, both of which would result in the institution's being reported to the U.S. Department of Education that it is no longer eligible to participate in federal Title IV student loan programs.

Limitation on Extension of the Term of Accreditation. An extension of an institution's term of accreditation for good cause may be granted only one time.

Section 3: Other General Guidelines

Change in Term of Accreditation. When an institution is granted an extension to its term of accreditation, the Commissions reserve the right to deduct years from a new term of accreditation equal to the year(s) granted for the extension.

Requests for Extensions Greater than Three Years. The Commissions have no provision for extensions to the term of accreditation beyond three years. It is the Commissions' position that institutions must address unique or emergency situations or events within the time allotments set forth in extensions to the term of accreditation granted by the Commission(s). Inability to do so will result in the Commission(s) taking one of the following actions:

a. Probationary Accreditation
b. Removal of Accreditation
c. Return to Candidate for Accreditation

Right to Appeal Denial the Removal of Accreditation. If a Commission(s) denies an institution's request for extension of the term of accreditation and acts to remove the institution's accreditation (an adverse accreditation action), the institution may appeal that decision in accordance with MSA-CESS Policy: Appeals from Adverse Accrediting Actions.