



## Policy Changes Adopted on Second Reading

### Title: Withdrawal of Application for Candidacy or for Initial Accreditation

*The Board of Trustees adopted these policies on second reading at its meeting on November 1, 2012.*

#### Background

These amended policies clarify how the Commission will handle the withdrawal and any subsequent reapplication. The policies require that an institution withdrawing its application for candidacy, which is the completed self-study or assurance filing, prior to receiving action by the Board of Trustees must restart the Eligibility Process from the beginning, and the Commission will have available the records of the previous application in reviewing any subsequent application. The amended policies also require that an institution withdrawing its application for initial accreditation prior to receiving action by the Board of Trustees may be continued in candidacy by the Institutional Actions Council provided that the institution is not near the end of its four-year candidacy. However, if the institution is near the end of the four-year candidacy, the policy makes clear that a withdrawal of the application is also a withdrawal from status.

#### Implementation

These policies are effective immediately.🌿

	<b>Split Policy Among Sections on Initial Candidacy and Initial Accreditation</b>
<b>Policy INST.A.20.020</b>	<p><b>Grant of Candidacy</b></p> <p>The Board of Trustees will review an institution’s application for candidacy and all related materials after the institution has undergone evaluation by a team of peer reviewers and an Institutional Actions Council hearing, as defined in Commission policy. The Board of Trustees may grant or deny candidacy.</p>
	<p><i>Policy Number Key</i>  <i>Section INST: Institutional Policies</i>  <i>Chapter A: Requirements for Achieving and Maintaining Membership or Affiliation with the Higher Learning Commission</i>  <i>Part 20: Defining the Affiliated Entity</i>  <i>Last Revised:</i></p>

	<p><i>First Adopted: November 2012</i>  <i>Revision History:</i>  <i>Notes:</i>  <i>Related Policies:</i></p>
<p><b>Policy INST.A.20.030</b></p>	<p><b>Withdrawal of Application for Candidacy</b></p> <p>An institution may withdraw its application for candidacy at any time prior to a decision on that application by the Board of Trustees. The legally designated governing body of the institution must approve the withdrawal. If an institution that has withdrawn its application for candidacy seeks status again with the Commission at a later time, it must wait at least one year from its withdrawal and then begin with the Eligibility Process. Commission records of this application and its evaluation by the Commission shall be available to Commission staff and Peer Reviewers evaluating the institution in all subsequent reviews.</p> <hr/> <p><i>Policy Number Key</i>  <i>Section INST: Institutional Policies</i>  <i>Chapter A: Requirements for Achieving and Maintaining Membership or Affiliation with the Higher Learning Commission</i>  <i>Part 20: Defining the Affiliated Entity</i></p> <hr/> <p><i>Last Revised: November 2012</i>  <i>First Adopted: August 1987</i>  <i>Revision History: renumbered November 2010, revised November 2012</i>  <i>Notes: Former policy 1.4 “Withdrawal of Application for Accredited or Candidate Status”</i>  <i>Related Policies:</i></p>
<p><b>Policy INST.A.20.030</b></p>	<p><b>Grant of Initial Accreditation</b></p> <p>The Board of Trustees reviews an institution’s application for initial accreditation and all related materials after the institution has undergone evaluation by a team of peer reviewers and an Institutional Actions Council hearing, as defined in Commission policy. The Board of Trustees may grant or deny initial accreditation. If it grants initial accreditation, it may grant such accreditation subject to interim monitoring, restrictions on institutional growth or substantive change, or other contingency.</p> <hr/> <p><i>Policy Number Key</i>  <i>Section INST: Institutional Policies</i>  <i>Chapter A: Requirements for Achieving and Maintaining Membership or Affiliation with the Higher Learning Commission</i>  <i>Part 20: Defining the Affiliated Entity</i></p> <hr/> <p><i>Last Revised:</i>  <i>First Adopted: November 2012</i>  <i>Revision History:</i>  <i>Notes:</i>  <i>Related Policies:</i></p>

<p><b>Policy INST.A.20.030</b></p>	<p><b>Withdrawal of Application for Initial Accreditation</b></p> <p>An institution may withdraw its application for initial accreditation at any time prior to a decision on that application by the Board of Trustees. The legally designated governing body of the institution must approve the withdrawal.</p> <p>If an institution is nine months or less from the end of its four-year term of candidacy when it withdraws its application, such withdrawal shall also constitute voluntary withdrawal from status with the Commission. If an institution that has withdrawn its application for initial accreditation in these circumstances seeks Commission status at a later time, it must wait at least one year from its withdrawal and seek candidacy by initiating the Eligibility Process.</p> <p>If an institution is more than nine months from the end of its four-year term of candidacy when it withdraws its application for initial accreditation, it may request continued candidacy instead. If it withdraws its application before or during the initial accreditation visit, after receiving the team report, or after receiving a recommendation from the Institutional Actions Council Hearing, and the team or Hearing Committee raised no issues that call into question the institution’s compliance with the requirements of the candidacy program, the institution may continue in its original four-year candidacy subject to action for continued candidacy by the Institutional Actions Council. If either the team or the Hearing Committee raised issues related to the institution’s compliance with the requirements of the candidacy program, the Commission’s Board of Trustees must take action regarding the ongoing candidacy of the institution.</p> <hr/> <p><i>Policy Number Key</i>  <i>Section INST: Institutional Policies</i>  <i>Chapter A: Requirements for Achieving and Maintaining Membership or Affiliation with the Higher Learning Commission</i>  <i>Part 20: Defining the Affiliated Entity</i></p> <hr/> <p><i>Last Revised: November 2012</i>  <i>First Adopted: August 1987</i>  <i>Revision History: renumbered November 2010, revised November 2012</i>  <i>Notes: Former policy 1.4 “Withdrawal of Application for Accredited or Candidate Status”</i>  <i>Related Policies:</i></p>
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