

**Discussion of the Process to Be Used to Take Action
with Respect to Late Documents
March 2019**

Overview

This agenda item presents a proposed process to be used to take action with respect to late documents. Specifically, regarding the submissions of Annual Accreditation Fees, Common Standards, Preconditions, and Program Review submissions.

Staff Recommendation

Staff recommends that the Committee approve the proposed process for actions to be taken towards institutions who fail to meet the required accreditation deadlines.

Background

At the August 2014 meeting the COA requested information regarding institutions that are not complying with accreditation timelines. Since that time staff has been providing the COA with this information at each meeting. After consideration and discussion at previous meetings, the Committee has directed staff to provide a more formal process that identifies actions to be taken for institutions who have not complied with the timelines established in the accreditation cycle. The proposed process is provided in [Appendix A](#) of this item.

The activities included are:

- Payment of Annual Accreditation Fees
- Submission of Preconditions
- Submission of Program Review
- Submission of Common Standards

Next Steps

Once the Committee has reviewed the process and made any necessary modifications, staff will update the document and begin using it as guidance to communicate with institutions for any late submissions

Appendix A

DRAFT

Potential Actions to be Taken For Institutions with Late Submissions

Annual Accreditation Fees: Due by September 1

August 1	Initial invoices are emailed to institutions no later than August 1 st of each year.
September 1	Deadline for Payment of Annual Accreditation Fees
Beginning of October	First Courtesy Reminder – Email sent notifying institutions that if fees are not received by close of business on October 31 st , there is a possibility of an extraordinary activity fee of \$500 and the ability to submit recommendations will be suspended. Copy of the invoice is attached to the email.
Mid-October	Final Courtesy Reminder – Email notifying institutions that if fees are not received by close of business on October 31 st , there is a possibility of an extraordinary activity fee of \$500 and the ability to submit recommendations will be suspended. Copy of the invoice is attached to the email.
Beginning of November	Unpaid Fees Email – Email sent that includes language notifying institutions that the ability to submit recommendations is suspended until the fees plus a \$500 extraordinary activity fee is received by the Commission. Copy of the invoice is attached to email.

Common Standards: Due by February 28th

Week 2 (after due date)	1 st email reminder from CTC staff to institution staff including unit head of late submission. Give a deadline of Friday of the following week to send submission.
Week 4 (after due date)	2 nd email reminder sent from Commission staff to institution staff including unit head. Give a deadline of Friday of the following week to send submission.
Week 6 (after due date)	3 rd send formal letter from Administrator of Accreditation to the Unit Head. Extraordinary fee assessed pending approval of regulations.

*Deadlines may need to be adjusted slightly to provide additional time for staff to review initial submission.

Preconditions: Due by March 31st

Week 2 (after due date)	1 st email reminder from CTC staff to institution staff including unit head of late submission. Give a deadline of Friday of the following week to send submission.
Week 4 (after due date)	2 nd email reminder sent from Consultant to institution staff including unit head. Give a deadline of Friday of the following week to send submission.
Week 6 (after due date)	3 rd send formal letter from Administrator of Accreditation to the Unit Head. Extraordinary fee assessed pending approval of regulations.

*Deadlines may need to be adjusted slightly to provide additional time for staff to review initial submission.

Program Review: Due by October 15th

Week 2 (after due date)	1 st email reminder from CTC staff to institution staff of late submission. Give a deadline of Friday of the following week to send submission.
Week 4 (after due date)	2 nd email reminder sent from Consultant to institution staff. Give a deadline of Friday of the following week to send submission.
Week 6 (after due date)	3 rd send formal letter from Administrator of Accreditation to the Unit Head. Extraordinary fee assessed pending approval of regulations.

*Deadlines may need to be adjusted slightly to provide additional time for staff to review initial submission.