

## Chapter Three: Part C: Change of Status

*Due to the extent of proposed changes this chapter is not presented in tracked changes*

### Introduction

This chapter describes the processes by which an institution is granted approval to offer educator preparation programs, how those programs are approved, and how an approved program can change its status to inactive or withdrawn and what those changes mean. These topics are covered in the following three sections of this chapter:

Section A: Initial Institutional Approval

Section B: Program Approval

Section C: Program Change of Status

### Section C: Program Change of Status

Once a program has been accredited by the COA, it will be considered an approved program. As conditions change, however, it is sometimes necessary for programs to be granted either *inactive* status or to be *withdrawn* by the institution. Program sponsors are responsible for initiating either a status change from *approved-active* to *approved-inactive* or *withdrawn*.

The chart below illustrates the operational differences in the three possible status options followed by more specific information on each.

Program Sponsor	Active	Inactive	Withdrawn
May Accept New Candidates	Yes	No	No
May Recommend Candidates for a Credential	Yes	Only those already in the program	No
Participates in Data Reporting Requirements	Yes	Yes (if candidates enrolled during reporting period)	No
Participates in Program Review	Yes	Modified	No
Participates in Site Visit	Yes	Modified	No
How to Request Reinstatement	N/A	Letter to COA requesting reactivation*	Must go through Initial Program Review Process

## ***Active Programs***

### Approved Program Sponsors Authorized to Offer California Credentials

Fully approved program sponsors and approved programs participate in all activities in the accreditation cycle in accordance with their assigned cohort. The seven-year accreditation cycle requires activities that are required for ongoing accreditation of all approved programs. These include:

- Annual data collection, analysis, and submission is required.
- In the first and fourth year of the accreditation cycle, fully approved program sponsors and approved programs will submit responses to preconditions.
- In the fifth year of the accreditation cycle, fully approved program sponsors will submit Program Review documentation for all approved programs and responses to the Common Standards.
- In the sixth year of the accreditation cycle, fully approved program sponsors and approved programs will participate in site visit activities.
- In the seventh year of the accreditation cycle, fully approved program sponsors will participate in the 7th Year Follow-up activities as determined by the COA.

An active educator preparation program will be identified as such on the Commission's website.

## ***Inactive Programs***

If a program sponsor decides to declare a previously approved program as *inactive*, the following procedures must be followed:

- The program must have 15 or fewer candidates when it requests inactive status.
- The program sponsor notifies the Administrator of Accreditation through formal documentation of its intention to declare the program inactive. The program can be deemed *inactive* when it no longer accepts new candidates; it is then recognized only for current candidates to complete the program.
- The documentation to the Administrator of Accreditation must include the anticipated date that the *inactive* status will begin (i.e., the date from which candidates will no longer be admitted to the program). This date must be no more than six months from the date of notification and cannot be sooner than the date of COA action.
- Candidates already admitted to the program are notified in writing by the program sponsor that the program is being declared *inactive*.
- The program sponsor assists enrolled candidates in planning for the completion of their program. A plan regarding how current candidates will complete the program must accompany the *inactive* request.
- The program sponsor determines the date by which all enrolled candidates will finish the program, not to exceed a maximum of one year after the anticipated *inactive* date.
- Following the date after which all current candidates will be able to complete the program, as determined by the institution, the program may no longer operate, and the program sponsor may no longer recommend candidates until the program is *reactivated*. The *inactive* program will not be listed on the Commission's public web page for approved programs. The program will appear as *inactive* in the Credential Information Guide (CIG).

An *inactive* program will be included in accreditation activities in a modified manner as determined by the Administrator of Accreditation. Additionally, an *inactive* program may be reactivated only when the institution submits a request to the COA and the COA has taken action to *reactivate* the program. If the program standards under which the program was approved have been modified, or if new regulations have been added, the program sponsor must address the updated standards before the program may be *reactivated*.

An *inactive* program may remain in *inactive* status for no longer than five years, after which the program sponsor must determine whether the program should be *withdrawn* permanently or *reactivated*. If the program sponsor does not request to *reactivate* or *withdrawal the program* within the five-year limit, the COA will *withdraw* the program at its next scheduled meeting. Commission staff will notify the program sponsor at least six months prior to the automatic *withdrawal* date.

### **Reactivating an Inactive Program**

An *inactive* program cannot be *reactivated* until the COA takes action at a regularly scheduled meeting. The program sponsor seeking *reactivation* of an *inactive* program must adhere to the following procedures:

- Submit a letter requesting *reactivation* to the COA indicating the requested date of *reactivation*, why *reactivation* is being requested, and if changes have been made to the program.
- Submit all necessary supporting documentation. The type of documentation will vary depending on a number of factors including, but not limited to, the length of time the program has been *inactive*, personnel changes, and curriculum changes. The program sponsor must contact the Administrator of Accreditation to determine what documentation will be necessary.

Once all requested documentation has been reviewed and approved by Commission staff, the request for *reactivation* is placed on the COA agenda for final approval at its next regularly scheduled meeting. If approved, the *reactivated* program may, according to their approved reactivation date:

- Accept candidates to the program
- Begin operating the program
- Recommend program completers for the appropriate credential/authorization

### **Withdrawal of Credential Programs**

A program sponsor may decide to *withdraw* a program that has been previously approved by the Commission. The *withdrawal* of a program formalizes that it is no longer part of the program sponsor's accredited program offerings and, from the Commission's perspective, no longer part of the accreditation system. Once a program is *withdrawn*, it must wait one year after the date of *withdrawal* by the COA before applying to become *reaccredited*. In order to *withdraw* a program, the following procedures must be followed:

- The program must have taught out all candidates by the effective date of program *withdrawal*.
- The program sponsor notifies the Administrator of Accreditation through formal

documentation of its intention to *withdraw* the program at a date when all current candidates have completed the program.

- All candidates admitted or enrolled in the program are notified in writing by the program sponsor that the program is being *withdrawn*.
- The program sponsor determines a date by which all enrolled candidates will be able to finish the program.
- The program sponsor assists enrolled candidates in planning for the completion of their program. The institution files the list of candidates and date of their program completion with the Commission.

Once *withdrawn*, the program may no longer operate, and the program sponsor may no longer recommend candidates for the credential/authorization.

### ***Reaccrediting Programs that have been Withdrawn***

A *withdrawn* program may be *reaccredited* only when the program sponsor submits a new proposal for Initial Program Review (IPR) and is approved by the COA. Program sponsors must wait at least one year after the program has been formally *withdrawn* by the COA before requesting that the program be *reaccredited*. Under extenuating circumstances, a program sponsor may petition the COA to waive this requirement.

### ***Discontinuation (or Closure) of Credential Programs by the COA***

When a program sponsor is required by the COA to *discontinue* an educator preparation program, the following procedures must be followed:

- Within 60 days of action by the COA, the program sponsor must submit a plan for program *discontinuation* for approval by the Administrator of Accreditation.
- Candidates are no longer admitted to the program once the program sponsor is required to *discontinue* the program.
- Candidates already admitted to the program are notified in writing by the program sponsor that the program is being *discontinued*. The plan submitted to the Administrator of Accreditation includes a date by which all enrolled candidates will finish the program.
- The program sponsor helps candidates plan for completion of the program by either helping them complete the program at the institution where they are currently enrolled or assisting them with transferring to another institution with an approved program in the same credential area.
- The program sponsor files the list of candidates and dates of program completion with the Commission.

A *discontinued* program may be *reaccredited* only when the program sponsor submits a new proposal for IPR. The program sponsor must wait at least two years after all candidates have completed the program before requesting *reaccreditation*.

### ***Institutional Closure due to Closure of Programs***

When a program sponsor *withdraws* its last program, it loses approval as a Commission-accredited institution. It must wait two years from the date of *closure* and must then complete all aspects of

the Initial Institutional Approval (IIA) process. In specific instances, and at the request of the institution, the COA may take action to determine that an institution may remain as an approved program sponsor for a specified amount of time as defined by the COA. As an approved program sponsor, annual accreditation fees would still apply.