

NEW ADMINISTRATIVE SITE

Substantive Change Application

# INSTRUCTIONS for SUBMISSION

**General Instructions:** Complete the following New Administrative Site Application at least 30 days prior to use of any proposed new administrative site. Submit the completed application and supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

After the proposed substantive change is approved by DEAC and the new administrative site is in operation, the institution undergoes an on-site visit within six to 12 months of implementation. The institution shall submit a report on the effect of the substantive change on the institution’s compliance with DEAC accreditation standards at least five week prior to the scheduled on-site evaluation.

**SECTION 1:** Complete the chart, including all locations (e.g., domestic and international). Provide contact information for an individual who is physically located at each location and able to answer location-specific questions.

**SECTION 2:** Provide the requested responses regarding the proposed new administrative site.

**SECTION 3:** Provide total enrollment information for the last calendar year and the total number of students at the time of application.

**SECTION 4:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 6:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

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# NEW ADMINISTRATIVE SITE – APPLICATION

An “administrative site” is a separate physical facility located geographically apart from the main headquarters location where the institution maintains managerial and support activities in areas such as budget and finance, information technology, human resources, marketing, or legal counsel. Neither educational programs nor instructional services to students are offered from an administrative site. Administrative sites are not listed in DEAC’s Directory of Accredited Institutions. The institution provides evidence that it has state approval for all the activities that it conducts at the administrative site.

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Former Names:** Insert Former Name(s)

**Provide the address for the institution’s main facility1**

| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Local Contact** |
| --- | --- | --- | --- | --- |
| Address | City | State | Zip Code | Local Contact |

1Main Facility: A geographic location that houses the headquarters of an institution. The institution provides evidence it is approved in the state for the activity that it conducts at the location.

**Provide information for other locations (if any):** Complete the chart below. Add rows as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Location Type2** | **Local Contact3** |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item. | Local Contact |

2Location Type: Other than a main facility, DEAC institutions can operate:

* Administrative Site: A separate office located geographically apart from the main headquarters location, which typically provides an off-site workplace for the convenience of institution officials who do not live near the headquarters. Neither educational programs nor instructional services to students are offered from an administrative site.
* In-Residence Component (Facility): Instruction that requires in-person delivery of curriculum, learning of certain manual skills, technical proficiency with specialized equipment, access to resources or the application of certain techniques under professional supervision. In-residence components must not exceed 49% of a DEAC-approved program.

3Local Contact: Provide contact information (full name, email address, and phone number) for an individual who is physically located at each location and able to answer location-specific questions.

**Website(s):** Insert Website Link(s)

**Main Telephone Number:** Main Telephone Number

**Institutional Mission Statement:** Insert Mission Statement

**Primary Contact:** Name of President/CEO

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

**Compliance Officer Contact:** Name of compliance officer

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

1. Is the institution eligible to participate in Federal Student Assistance Title IV funding programs?

Yes  No

If yes, list the accreditor of record for Federal Student Assistance Title IV funds.

Insert Response

1. Is the institution and/or any of its programs accredited by any other accrediting organizations (institutional or programmatic)?

Yes  No

If yes, list the name of each accrediting organization, date of original accreditation, and the most recent action by the accrediting organization.

Insert Response

1. Has any owner or manager been directly or indirectly employed or affiliated with any institution that has lost or been denied accreditation by any accrediting organization during that individual’s period of employment or affiliation?

Yes  No

If yes, please provide a statement of the facts and circumstances surrounding the action and identify the owner or manager involved. If the matter is not yet final, please describe the status of the matter (e.g., still under investigation, on appeal, etc.). If the matter is final, provide appropriate documentation.

Insert Response

1. Has the institution ever been denied accreditation, had its accreditation terminated, or voluntarily resigned its accreditation from any accrediting organization, including DEAC?

Yes  No

If yes, please list the organization and date of action and include an explanation of the action taken the accrediting organization.

Insert Response

1. Does the institution have any pending accrediting action by any accrediting organization?

Yes  No

If yes, please include an explanation.

Insert Response

1. Does the institution conduct recruiting, teaching, marketing, or other business-related functions outside the United States or country of domicile?

Yes  No

If yes, please explain the institution’s engagement and activity within the global community.

Insert Response

1. Does the institution contract with any educational entities or agents outside the United States or country of domicile?

Yes  No

If yes, please explain the institution’s contract with the educational entities or agents.

Insert Response

## SECTION 2: PROPOSED NEW ADMINISTRATIVE SITE

1. Provide the address of the proposed new administrative site below.

Insert Response

1. Provide a detailed narrative of the rationale of the new administrative site.

Insert Response

1. Provide a narrative describing how this substantive change supports the institutional mission.

Insert Response

1. Provide the scheduled first date at the proposed new administrative site.

Insert Response

1. Describe how the proposed new administrative site will impact the institution’s current curricular offerings and support future growth.

Insert Response

1. Describe the institution’s capacity to support the establishment of a new administrative site without adversely affecting students’ ability to continue their programs of study.

Insert Response

1. Describe the institution’s capacity to remain in compliance with DEAC accreditation standards during the establishment of the proposed new administrative site.

Insert Response

1. Provide a narrative describing how the administrative site will be used by the institution.

Insert Response

## SECTION 3: ENROLLMENT INFORMATION

1. Provide the number of new enrollments in the last calendar year.

Insert Response

1. Provide the total number of students as of the date of this application.

Insert Response

## SECTION 4: INSTITUTIONAL AFFIRMATIONS

Accreditation is a voluntary, peer review process. The institution assumes the burden of proof in demonstrating that its curricula are within DEAC’s recognized scope of authority and that all policies and procedures meet DEAC accreditation standards.

The president/CEO submits this application for the institution seeking the above noted substantive change and affirms the following:

|  |  |
| --- | --- |
|  | The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorities (or their equivalent for non-U.S. institutions). The institution is in compliance with all applicable local, state, and federal requirements. Exemptions from state law are supported by state-issued documentation or by express statutory/regulatory language.  Should an institution lose its state licensure in its state of domicile for any reason, DEAC accreditation of an accredited institution is automatically withdrawn as of the date of the loss of state licensure. Such a withdrawal of accreditation may be appealed by an institution pursuant to DEAC’s appeal procedures. In any such situation, the institution shall not be entitled to receive any refund of fees already paid to DEAC nor shall DEAC have any liability to the institution associated with the termination of the substantive change application/evaluation process. |
|  | The institution has clearly articulated outcomes for its educational offerings and has an ongoing outcomes assessment program in place designed to measure student achievement and satisfaction. |
|  | The institution documents, through audited comparative or reviewed comparative financial statements that cover its two most recent fiscal years, that it is financially sound and can meet its financial obligations to provide instruction and service to its students. All financial statements submitted to DEAC are prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. If the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement. |
|  | The institution demonstrates that its name is free from any association with any activity that could damage the standing of DEAC or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers. |
|  | The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. Ongoing state, federal or local indictments, enforcement activities, or other censure against an institution, an institution’s owners, governing board members, officials, and administrators must be promptly disclosed by an institution to DEAC regardless of whether initiated before or during the period in which an institution is applying for accreditation or reaccreditation and during any period during which an institution is accredited by DEAC (Section XI.B). The notice should include an explanation from the institution as to the circumstances giving rise to the governmental action and why the governmental action should not result in a declaration of ineligibility under this section and/or a violation of Standard X. Upon receipt of the notice, the Commission may, in its sole discretion, initiate investigative proceedings and/or make a determination that the governmental action places the institution in violation of this eligibility criterion and of Standard X. |
|  | The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. |
|  | The institution agrees that, as part of the application process, its owners, officers, and managers may be subject to a background check by DEAC, which may include, but not be limited to, DEAC surveys of state educational oversight agencies, federal departments and agencies, and consumer protection agencies; and checks on the credit history, prior bankruptcy, criminal background, debarment from federal student aid programs, the closing of educational institutions in which they were owners, managers, or principals, or the loss of accreditation or state approval to operate an educational institution. The costs of such background checks will be borne by the applicant. |
|  | The institution, and its corporate affiliates, are free from any pending or final action brought by a state agency or recognized accrediting agency to (1) suspend, revoke, withdraw, or terminate any one or more of such entities’ legal authority to operate or (2) deny accreditation or renewal of accreditation to one or more of such entities. |
| *The institution’s owners, governing board members, officials, and administrators understand that, in applying for accreditation, the institution:* | |
|  | Voluntarily submits itself for review and decision by the Distance Education Accrediting Commission of the its qualifications. |
|  | Has reviewed the accreditation standards and supporting materials. |
|  | Has the opportunity, as a part of the accreditation process, to demonstrate it meets all accreditation standards and assumes the burden of proof to document this compliance. |
|  | Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering questions, and providing information to the Distance Education Accrediting Commission and designated evaluators. |
|  | Voluntarily accepts responsibility to comply with the accreditation standards and fulfill all the obligations of an accredited institution. |
|  | Agrees to remain in compliance with all requirements set forth in the *DEAC Accreditation Handbook* and Bylaws. |
|  | Agrees to cooperate with DEAC in all aspects of the accreditation process, including, as applicable, DEAC’s policies and procedures for conducting on-site or virtual site visits, and in facilitating surveys and inquiries to students, recruiting personnel, state and federal consumer and regulatory agencies, employers of graduates, and other individuals, agencies, or groups that may have an opinion about the institution, its programs, or its services. |
|  | The institution acknowledges that accreditation information may be shared with other accrediting organizations, government entities, and the public in accordance with DEAC policies and procedures and applicable federal and state laws and regulations. |

## SECTION 5: DOCUMENTATION

* Non-refundable New Administrative Site Application Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar).

Insert Date Fee was Mailed

* *DEAC State Authorization Form*
* Documentation of state authorization/licensure for institution’s state of domicile (where the institution maintains its primary facility, as listed in this application).
* Documentation of state authorization/licensure in any other states.
* Audited comparative or reviewed comparative financial statements covering the two most recent fiscal years

**Note:** Financial statements are audited or reviewed and prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. The institution’s budgeting processes demonstrate that current and future budgeted operating results are sufficient to allow the institution to accomplish its mission and goals.

* Timeline for establishment of the proposed new administrative site.
* Board of Directors or other governing body meeting minutes reflecting the discussion of the need for a new administrative site.
* Floorplan for the proposed new administrative site.
* Copy of the lease or proposed lease for new administrative site.

## SECTION 6: CERTIFICATION

I certify that all of the information contained on this application and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date