



Policy on Transfer of Accreditation

This policy addresses the expectations and procedures within which non-WASC regionally accredited institutions operating within the WASC jurisdiction may apply for the transfer of their accreditation to WASC.

1. The transferring institution must be accredited and in good standing (that is, not under any formal sanction at the time of the application) with its current regional accrediting association. Any changes in the regional or specialty accrediting status, operational status, or governance or ownership structures of the institution or its parent entity that occur during the application process must be brought immediately to the attention of WASC. The responsibility for notification also applies to such changes that the institution knows will take place subsequent to the anticipated transfer. As a general rule, WASC will not consider an application for transfer of an institution in Candidate status with its current accreditor unless there is a compelling rationale for so doing. Such rationale will be considered by WASC staff and, if deemed necessary, by the Substantive Change Committee.
2. The unit(s) within the WASC region seeking transfer must qualify under the Policy on Separately Accreditable Units. (See “Policy Statement on Separately Accreditable Institutions,” *2001 Handbook*, p. 103.)
3. The institution submits an Application for Transfer of Accreditation. A copy of the most recent visiting team report(s) and action letter(s) from the current regional agency will be required with the application. This documentation should include the most recent comprehensive review of the institution and any special or focused reports and actions dealing with the units making application. In the context of its review of these separate units, WASC will recognize the institution’s current status with the other regional accrediting agency by, in all appropriate places, granting full faith and credit to that agency’s review processes. WASC staff will work with the institution to identify specific areas needing special attention, especially those relating to the governance, administration, and finance structures of the operationally separate unit(s) and their ongoing activities to assess student learning.
4. As a part of its application, the institution must stipulate whether it has acquired, or intends to acquire, its own US Department of Education Program Participation Agreement (PPA) number, or whether it expects to continue Title IV participation as part of a larger (or parent) entity, using that entity’s PPA number. If the latter, the several entities will submit a

- Memorandum of Understanding (MOU) stipulating the arrangement between them for ensuring oversight by the parent entity regarding compliance by the WASC-accredited unit with DOE requirements and procedures. The applicant institution must also verify that the appropriate DOE office has reviewed this MOU and determined that it complies with relevant DOE policy.
5. Staff will consult with the other regional agency to ensure collaboration in the transfer process and determine if there are specific issues that should be addressed by WASC's Transfer of Accreditation review panel.
 6. Upon receipt of the Transfer of Accreditation Application and fee, WASC will convene a Transfer of Accreditation Review Panel, comprised of experienced WASC peer evaluators, to evaluate the institution's application. Institutional representatives will be requested to participate in the Panel's in-person or conference call meeting to discuss the transfer of accreditation and to respond to the Panel's questions. The Panel may act to proceed with a site visit or request additional information.
 7. Upon successful review by the Transfer of Accreditation Review Panel, a visit to the institution's site(s) within the WASC region will be conducted by one or more representatives of the Review Panel to verify the information provided and address any issues raised by the Review Panel.
 8. The Transfer of Accreditation Review Panel will forward its recommendation to the Structural Change Panel of the Commission, which, upon successful review, will forward its recommendation to the full Commission for final action. A copy of the action letter communicating the Commission decision will also be sent to the previous accrediting agency.
 9. The date of transfer of accreditation will be set by the Commission. Annual Commission dues will be prorated from that date.
 10. Upon Commission approval of the transfer of accreditation, the institution will be placed on a regular WASC review cycle in which the Proposal will normally be due 18 to 24 months following the transfer.

Approved by the Commission, June 22, 2007
Effective June 22, 2007
Revised June 18, 2008