

# **National Council for Accreditation of Teacher Education (NCATE) Policies and Procedures regarding an Accreditation with Probation Decision**

## **1.1 Definition of *Continuing Accreditation with Probation***

The 2002 *Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education* contains the following definition:

**Continuing Accreditation with Probation.** This accreditation decision indicates that the unit does not meet one or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. (47)

## **1.2 Accreditation Status of an Institution Accredited with Probation**

An institution that is granted continuing accreditation with probation continues to be accredited, with all the rights and responsibilities of an accredited institution as delineated by NCATE policies. Assuming payment of annual fees, the institution remains accredited at least through the academic term in which the Unit Accreditation Board renders an accreditation decision based on the probationary on-site visit, which must be scheduled within two years\* of the probationary decision.

*Example:* At its fall 2001 meeting, the UAB grants continuing accreditation with probation to XYZ University. The institution elects to host its probationary review in fall 2003, or two years from the semester of the fall 2001 accreditation decision. In spring 2004, the UAB renders an adverse decision based on the institution's fall 2003 review, thereby revoking the institution's accreditation. The institution's accreditation will expire at the end of the academic term in which the accreditation decision is made (that is, at the end of the term which includes spring 2004).

## **1.3 Public Notification of Probationary Accreditation Status**

Institutions accredited with probation are given approximately 15 business days from the receipt of the notice of accreditation action to file an intent to appeal that decision. If the institution declines to file an intent to appeal by the date given in the accreditation action letter, the accreditation with probation decision becomes final on that date, and NCATE is required by federal regulations to notify the Secretary of Education, the state licensing agency, institutional accrediting organizations, and the public (via its website) of the institution's accreditation status within 24 hours of the date upon which the accreditation decision is final. Once the accreditation decision is final, the institution's accreditation action report is considered public information and will be disseminated by NCATE to members of the public upon request.

If an institution files an intent to appeal the accreditation decision by the date specified in the accreditation action letter, the confidentiality of the decision being appealed is maintained until the appeals process has been exhausted. (See NCATE's "Policies on Dissemination of Information" and "Appeals Policies and Procedures.")

A unit that is accredited with probation must disclose that status whenever it discloses its NCATE accreditation to the public.

The probationary status of an institution will be indicated in all NCATE listings of accredited institutions, including the list of accredited institutions on its website. All lists published or disseminated by NCATE will also note the semester and year by which probation must be removed.

#### **1.4 Institutional Requirement to Notify Currently Enrolled Students of Probation Status**

Institutions are required to notify candidates currently enrolled in teacher education programs of the meaning and possible outcomes of accreditation with probation. Candidates must be informed of the semester and year in which the probationary review will occur, and the range of outcomes of the probationary review, including the possibility and consequences of revocation of accreditation. Candidates should also be informed that probationary status does not affect the current accredited status of the professional education unit.

#### **1.5 Right of Appeal**

Accreditation with probation is not considered to be an adverse accreditation decision because it does not deny or remove accreditation. Therefore, appellant privilege for such institutions is limited to a *written appeal* of the accreditation decision, although institutions will be provided with the opportunity to make a teleconference presentation to the Review Panel of the Appeals Board hearing their case. Notification of the intent to appeal must be received by the NCATE office by the date specified in the accreditation action letter from NCATE's President that accompanies the accreditation action report.

#### **2.1 Policy and Procedures for the Visit Following Continuing Accreditation with Probation**

The 2002 *Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education* contains the following definition of the probationary accreditation review:

If accreditation with probation is granted, the unit must schedule an on-site visit within two years of the semester in which the probationary decision was rendered. The unit must address all NCATE standards in effect at the time of the probationary review. (47)

#### **2.2 Selecting a Date for the Probationary Review**

The institution must select the semester for its probationary review, which may be held in any semester within the two-year period of probation. An institution in a partnership states must coordinate the date of visit with the appropriate state agency before contacting NCATE to schedule its review.

If the probation review is successful, accreditation will normally be continued for a five-year period, placing the institution into a new accreditation review cycle. (In some partnership states, however, a different accreditation cycle may need to be maintained; the date will be negotiated with the state agency and the institution.)

### **2.3 Preparation for and Conduct of the Probationary Review**

Institutions preparing for a probationary review should follow procedures described in the current edition of NCATE's *Handbook for Accreditation Visits*, which outlines procedures for the accreditation review. For probationary accreditation visits in states that require the submission of program reports to NCATE, institutions should submit programs reports and/or rejoinders for all programs that have not achieved recognition status by the applicable specialty organizations, unless they have been directed otherwise by the organization. For programs that have not achieved recognition status, the institution must address the program standards in effect and applicable at the time of the probationary visit.

The review itself will be conducted by a full BOE team of 5-8 members and will follow the template for a full accreditation visit. Documentation, including the institutional report and the BOE report, will be prepared according to the format required for full accreditation visits. As is true for all accreditation visits, the institution will have the opportunity to rejoin the BOE report before it is reviewed by the Unit Accreditation Board.

### **2.4 Accreditation Action following the Probationary Review**

The following accreditation decisions may be rendered by the Unit Accreditation Board for an institution that has undergone a probationary review:

- a) continuing accreditation;
- b) revocation of accreditation.

### **2.5 Policies Covering Revocation of Accreditation**

If accreditation is revoked, the institution has the right to appeal the decision following the procedures outlined in NCATE's appeals policy.

In the case of revocation of accreditation, accreditation will end at the end of the semester or quarter in which the final decision is rendered.

*amended 10/00; 10/01; 10/02; 10/03*

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\* 18 months, beginning with site visits in fall 2007