

NEW ADMINISTRATIVE SITE

Post-Approval Report

# INSTRUCTIONS for SUBMISSION

**General Instructions:** 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 the following New Administrative Site Post-Approval Report at least five weeks prior to the scheduled on-site evaluation.

Complete the following New Administrative Site Post-Approval Report. Submit the completed report and supporting documentation following *DEAC’s Guidelines for Electronic Submission.*

**SECTION 1:** Provide the requested institution information.

**SECTION 2:** Provide the requested responses regarding the new administrative site. Institutions should also provide responses for the standards below relevant to the requested substantive change.

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

**SECTION 4:** Provide the identified supporting documentation following *DEAC’s Guidelines for Electronic Submission*.

**SECTION 5:** The compliance officer certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

**Fax:** 202.332.1386

**Email:** nan.ridgeway@deac.org

# NEW ADMINISTRATIVE SITE – Post-Approval Report

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

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

**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

## SECTION 2: NEW ADMINISTRATIVE SITE

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

Insert Response

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

Insert Response

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

Insert Response

1. Provide a narrative describing how the administrative site is being used by the institution.

Insert Response

1. Describe any changes in educational offerings resulting from the establishment of a new administrative site.

Insert Response

1. Describe any changes to educational services resulting from the establishment of a new administrative site.

Insert Response

1. Describe any changes to student services resulting from the establishment of a new administrative site.

Insert Response

1. Describe any staff changes resulting from the establishment of a new administrative site.

Insert Response

## Accreditation Standards

### Standard XI: Financial Responsibility

1. **Financial Practices:** The institution shows it is financially responsible by providing complete, comparative financial statements covering its two most recent fiscal years and by demonstrating that it has sufficient resources to meet its financial obligations to provide quality instruction and service to its students. Financial statements are audited or reviewed and prepared in conformity with generally accepted accounting principles in the United States of America 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.
2. Describe how the institution demonstrates financial responsibility.
3. Describe how the institution maintains sufficient resources to meet its financial obligations and provide quality educational offerings and service to students.
4. Describe how the institution is committed to fulfilling all obligations to students in the event a teach-out is required.
5. Describe how the institution uses cost control and analysis systems to verify that it maintains sufficient current assets to fund a teach-out of students.

### Standard XII: Facilities, Equipment, Supplies, Record Protection and Retention

1. **Facilities, Equipment, and Supplies:** The institution maintains sufficient facilities, equipment, and supplies to achieve its mission and values and support its educational offerings and future operations. A written plan outlines the maintenance and upgrade of facilities, equipment, and supplies and includes a disaster response and recovery plan. The plan states the resources that are budgeted to support its goals. Buildings, workspace, and equipment comply with local fire, building, health, and safety regulations and are appropriately equipped to handle the educational program(s) of the institution.
2. Describe how the institution’s facilities, equipment, and supplies promote the achievement of its mission and values.
3. Describe how the institution’s facilities, equipment, and supplies support its educational offerings and future operations.
4. Describe the institution’s plan for the maintenance and upgrade of its facilities, equipment, and supplies.
5. Describe the institution’s disaster response and recovery procedures based on its geographical location(s).
6. Describe how the institution verifies that there are adequate financial resources and budgets to maintain and upgrade its facilities and equipment.
7. Describe how the technical infrastructure is adequate to provide timely delivery of distance education and support services and to accommodate future student enrollment growth.
8. Describe how the institution’s building, workspace, and equipment comply with local fire, building, health, and safety regulations.
9. Describe the type of professional liability, property, and general liability insurance held by the institution, and provide a copy of the Certificate of Liability Insurance.
10. **Record Protection:** The institution’s financial, administrative, and student educational records are maintained in a reasonably accessible place and are adequately protected in accordance with applicable federal and state laws.
11. Describe the institution’s procedures for maintaining financial, administrative, and student records.
12. Describe how the institution takes proactive steps to protect financial, administrative, and student information from unauthorized access or threats.
13. Describe how record maintenance and protection procedures comply with applicable federal and state laws.
14. Describe how physical records are secured on site.
15. Describe how digital records are secured and backed up to minimize data loss.

	1. If maintaining documents electronically, the institution provides audit records to verify that the images were properly created and validated.
16. Describe the institution’s process for properly creating and validating digital records.

	1. If an institution accepts digitally signed transcripts or electronically transferred verified data from an outside source, the institution documents the outside source using a system that provides registration and verification of participants, protocols for securely sending and receiving files, logging of file transmissions, and electronic notification. The outside source complies with all applicable laws and regulations governing the activities and services provided, including FERPA and other laws concerning the privacy and confidentiality of information and records.
17. Describe the institution’s process for accepting digital signatures on electronically processed documents (e.g., official transcripts, enrollment agreements).
18. Describe how the institution ensures students that all transmitted information is adequately protected and in compliance with FERPA and other laws concerning privacy and confidentiality of student data.
19. **Record Retention:** The institution’s financial, administrative, and student educational records are retained in accordance with applicable federal and state laws. The institution implements a comprehensive document retention policy.
20. Describe the institution’s process for retaining financial, administrative, and student records in accordance with applicable federal and state laws.
21. State how long financial records are maintained.
22. State how long administrative records are maintained.
23. State how long student records are maintained.
24. Describe the institution’s comprehensive document retention policy.
25. Identify the individual responsible for ensuring the proper retention of financial, administrative, and student records.
26. Describe how often records are internally audited for compliance with all applicable federal and state laws.
27. **State Authorization:**
	1. The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorizations (or their equivalent for non-U.S. institutions).
28. Describe how the institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorizations (or their non-U.S. institutional equivalent). [EXHIBIT 3: DEAC State Authorization Form], [EXHIBIT 3: State Licensure and Authorization and Other Accreditation Documents]
	1. Exemptions from state law are supported by state-issued documentation or in statutory language for that state.
29. Describe any exemptions from state law the institution has determined and the state-issued documentation or statutory language used to determine its exemption.

## 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 report.

Insert Response

## SECTION 4: DOCUMENTATION

* Non-refundable New Administrative Site Post-Approval Report 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).
* Documentation of state authorization/licensure for the state where the institution’s new administrative site is located.
* Timeline followed for the establishment of the new administrative site.
* Lease/deed for the new administrative site.
* Floor plan for the new administrative site.
* Revised facilities, equipment, and supplies maintenance plan, including the addition of the administrative site.
* Links to website, marketing, and promotional materials reflecting the new administrative site address.
* *DEAC catalog disclosures checklist* with new administrative site information.
* *DEAC website disclosures checklist* with new administrative site information.
* Fire, health, and occupancy inspection license for new administrative site.
* Certificate of Liability Insurance for new administrative site.
* Updated teach-out commitment

## SECTION 5: CERTIFICATION

I certify that all of the information contained on this report 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.

**Compliance Officer:** Compliance Officer Name

**Compliance Officer Signature:** Compliance Officer Signature

**Date:** Insert Date