

CODE OF GOOD PRACTICE IN ACCREDITING POSTSECONDARY EDUCATION

The Commission on Technical and Career Institutions, in accordance with this Code of Good Practice, agrees

- to evaluate or visit an institution only at the expressed invitation of the chief executive officer, or when the action is initiated by the Commission with respect to an institution already accredited by the Commission, with specific authorization of the institution's chief executive officer or an officially designated representative;
- to permit the withdrawal of a request for initial accreditation at any time (even after evaluation) prior to final action;
- to recognize the right of an institution to be appraised in light of its own stated purposes so long as those purposes demonstrably fall within the definitions of general purpose established by the Commission;
- to rely upon the processes associated with regional accreditation in the conduct of evaluations of the general quality of an institution;
- to state criteria or standards for accreditation in terms that are manifestly relevant to the quality of an institution, respecting institutional freedom in other matters;
- to use relevant qualitative and quantitative information in the Commission's evaluation process;
- to consider a program or programs of study at an institution, including its administration and financing, not on the basis of a single predetermined pattern, but rather in relationship to the operation and goals of the whole institution;
- to assist and stimulate improvement of the educational effectiveness of an institution, and to this end be prepared to provide consultative assistance;
- to encourage sound educational experimentation and permit innovations;
- to design questionnaires and forms so as to not only obtain information for the visiting team, but also as much as possible to stimulate an institution to evaluate and improve itself;
- to conduct any evaluation visit to an institution by experienced and qualified team members under conditions that assure impartial and objective judgment;
- to follow the principle that there shall be adequate representation in an evaluation from the staffs of other institutions offering programs of study in the fields to be accredited;

- to avoid appointment of team members who may not be acceptable to an institution;
- to cooperate with other accrediting agencies so far as possible in scheduling joint visits when an institution so requests;
- to provide for adequate consultation during the visit between the team members and the faculty and staff of an institution, including the president or a designated representative;
- to provide adequate opportunity for the inclusion of students among those interviewed during accrediting visits;
- to provide the president of an institution being evaluated an opportunity to review the report prepared by the visiting team and to comment on its factual accuracy before the Commission takes action;
- to regard the text of the evaluation report as confidential between an institution and the accrediting agency, with the exception that it may be made available to other recognized accrediting agencies by which the institution has been accredited or whose accreditation it is seeking;
- except as provided in the above, to permit an institution to make such disposition of evaluation reports as it desires consistent with Commission policies on the public release of information;
- to consider decisions relative to accreditation only after receipt of the comments of the president, and when the chairperson of the visiting team and the views of the visiting team are otherwise adequately represented in writing;
- to refrain from conditioning accreditation upon payment of fees for the purposes other than membership dues or actual evaluation costs;
- to notify an institution as quickly as possible regarding any accreditation decision;
- to revoke accreditation only after advance notice has been given to the president of an institution that such action is contemplated and the reasons therefore, sufficient to permit timely rejoinder;
- to provide a means for an institution to appeal from or request a reconsideration of a decision regarding accredited status.