



## POLICY 5.5

### EXTENSION OF THE TERM OF ACCREDITATION

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Unique or emergency situations and events may affect the ability of an accredited institution to conduct a meaningful self-study and host an accreditation visit prior to the expiration of the institution's current term of accreditation. In such circumstances, the head of the institution may request that the term of the institution's accreditation is extended for cause and for a specific period.

5.5.1. Rationale for an Acceptable Request for Extension of the Term of Accreditation.

The following are examples of unique and emergency situations and events that may provide a rationale for which the President of the Commissions may grant an extension of an institution's term of accreditation and postponement of an accreditation visit. This list is neither exhaustive nor all-inclusive. It is provided to demonstrate the parameters within which acceptable requests may lie.

- a. Major construction or renovation of the institution's facilities that will be so disruptive to the life of the institution that a meaningful self-study and accreditation visit could not be conducted;
- b. Labor actions that cause members of the institution's staff to withhold services and, as a result, prevent them from performing their expected roles in a self-study and accreditation process and visit;
- c. The need for time to align the institution's accreditation activities with strategic or long-range planning activities of the parent organization and/or state/federal mandated processes;
- d. A change in the leadership of the institution.

5.5.2. Request for an Extension of the Term of Accreditation—First Request.

5.5.2.1. A first request for an extension of an institution’s term of accreditation may be granted by the President of the Commissions. First requests are generally for one calendar year.

5.5.2.2. Except for emergency conditions that cannot be anticipated or foreseen, an Application for Extension of Accreditation must be submitted when the institution receives the Application for Evaluation from the Commission(s) or not later than six months prior to the date the institution's accreditation will expire.

5.5.3. Request for Extension of Accreditation—Second Request.

5.5.3.1. Except in extremely unusual circumstances that have been documented and verified, the Commissions do not consider requests for extension of an institution’s term accreditation beyond one calendar year.

5.5.3.2. However, if the conditions for which a one-year extension was granted have not abated, or if a new special or emergency situation or event arises, the head of the institution may submit a second request for extension. 5.5.3.3. The Commissions may require documentation of the institution's continued adherence to the Standards for Accreditation and other documentation to support the institution’s application and/or require an onsite visit.

5.5.3.4. The President may grant a second extension to an institution’s term of accreditation, generally for one additional calendar year.

5.5.3.5. If an onsite visit to the institution is required to verify the reason(s) provided for an additional extension, the institution will be charged for the travel expenses for the onsite visitor(s).

5.5.4. Request for Extension of Accreditation—Third Request. If the conditions for which a second extension was granted have not abated, or if a new unique or emergency situation or event arises, the head of the institution may submit a Request for Extension of Accreditation—Third Request.

5.5.4.1. A Request for Extension of Accreditation—Third Request must be supported by the following:

- a. Documentation of the institution's continued adherence to the Standards for Accreditation;
- b. Documentation to support the institution's request for an additional extension; and
- c. An onsite visit.

5.5.4.1. Requests for a third extension to the term of accreditation must be presented to and approved by the President of the Commissions.

5.5.4.2.. The institution will be charged for the travel expenses for the onsite visitor(s).

5.5.5. Change in Term of Accreditation. When an institution is granted an extension to its term off accreditation, the Commissions reserve the right to deduct years from a new term of accreditation equal to the year(s) granted for the extension.

5.5.6. Requests for Extensions Greater than Three Years. The Commissions have no provision for extensions to the term of accreditation beyond three years. It is the Commissions' position that institutions must address unique or emergency situations or events within the time allotments set forth in extensions to the term of accreditation granted by the Commission(s), Inability to do so will result in the Commission(s) taking one of the following actions:

- a. Probationary Accreditation
- b. Removal of Accreditation
- c. Return to Candidate for Accreditation

5.5.7. Right to Appeal Denial the Removal of Accreditation. If a Commission(s) on denies an institution's request for extension of the term of accreditation and acts to remove the institution's accreditation (an adverse accreditation action), the institution may appeal that decision in accordance with MSA-CESS Policy 1.4. Appeals from Adverse Accrediting Actions.

5.5.8. Requests for Extension of the Term of Accreditation by Postsecondary, Non-Degree Granting Career and Technology Institutions. Postsecondary, non-degree granting career and technology institutions that are using or intend to use their MSA-CSS accreditation to establish eligibility to participate in federal Title IV

financial aid programs are not eligible, under any circumstances, for an extension of more than one year.

5.5.8.1. The President will inform the appropriate Commission(s) of extensions to institutions' term of accreditation at their semi-annual meetings.

<b>Action</b>	<b>Date</b>	<b>Notes</b>
Initial Adoption by MSA-CSS	April 15, 2011	
Initial Adoption by MSA-CES	October 28, 2011	
Revisions	November 2015	Elimination of Second Template All Extension decisions are to be made by President



THE MIDDLE STATES ASSOCIATION OF  
COLLEGES AND SCHOOLS

COMMISSIONS ON ELEMENTARY AND

**APPLICATION FOR EXTENSION OF THE TERM OF  
ACCREDITATION**

**FIRST/SECOND REQUEST**

**General**

Special or emergency conditions may affect the capability of an institution to carry out a meaningful self-study and reevaluation visit. In such cases, the head of the institution may request that the reevaluation be postponed. In effect, a request for postponement of a reevaluation visit is an extension of the term of accreditation.

MSA-CESS Policy 5.5, Extension of the Term of Accreditation states:

5.5.1. Rationale for Acceptable Extensions

The following are examples of special and emergency conditions for which the Commissions have granted extensions of accreditation and postponement of a reaccreditation visit. This list is neither exhaustive nor all-inclusive. It is provided to demonstrate the parameters within which acceptable requests may lie:

- Major construction or renovation of the institution's facilities that will be so disruptive to the life of the school that a meaningful self-study and reevaluation visit could not be conducted.
- Labor actions that cause members of the institution's staff to withhold services and, as a result, prevent them from performing their expected roles in a self-study and reevaluation visit
- The need for time to align the institution's strategic planning efforts with those of the parent organization and/or state/federal mandated processes.
- A change in the leadership of the institution that results in an interruption to the continuity required to completing successfully a self-study and hosting and accreditation visit.

5.5.2. Requests for One-Year Extensions. A one-year extension of an institution's accreditation term may be granted by the President of the Commissions. Requests for extension of accreditation must be submitted on the application form provided for that purpose. Except for emergency conditions that cannot be anticipated or foreseen, a request for extension of accreditation must be submitted when the school receives the Application for Evaluation from the Commission or not later than 12 months prior to the date the school's accreditation will expire.

Refer to MSA-CESS Policy 5.5 for issues related to a request for extension to the term of accreditation.

### **Directions:**

- 1) Complete the Application for Extension of the Term of Accreditation, First Request, at the time the Application for Evaluation is received not later than six months prior to the date the institution's accreditation will expire. The Commissions' staff may also request additional documentation to support the institution's application and/or require an onsite visit. The President of the Commissions may grant a one-year extension, and fees associated with the request may be assessed.
- 2) Submit the Application by mail, fax, or as an attachment to an e-mail to:

Manager of Membership Information  
Fax: (215) 662-0957  
E-mail: lgreen@cess-msa.org

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Name of School/School System/ Diocese/Archdiocese	
Street Address	
City, State, Zip Code	
Telephone No.	
Fax No.	
Name of Head of School/School System/ Diocese/Archdiocese	
Title of Head of School/School System/ Diocese/Archdiocese	
E-mail Address	

The above named institution requests a one-year extension of its term of accreditation for the following reason(s):

I/We understand that there may be fees associated with this request.

*[The signatures of at least two of the three persons in the positions named below must be included in this application]*

Printed Name of Head of School
Signature Name of Head of School <span style="float: right;">Date</span>

Printed Name of Head of School/System/Diocese/Archdiocese
Signature Name of Head of School/System/Diocese/Archdiocese <span style="float: right;">Date</span>
Printed Name of Head of the Governing Body
Signature Name of Head of the Governing Body <span style="float: right;">Date</span>

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*For MSA Office Use Only:*

	The request is approved
	The request is not approved for the following reason(s):

If approved:	
Year of Self-Study	
Year of an Accreditation Visit	
New Date for Expiration of Term of Accreditation	



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THE MIDDLE STATES ASSOCIATION OF  
COLLEGES AND SCHOOLS

COMMISSIONS ON ELEMENTARY AND SECONDARY SCHOOLS

APPLICATION FOR EXTENSION OF THE TERM OF  
ACCREDITATION

THIRD/FINAL REQUEST

GENERAL

Special or emergency conditions may affect the capability of an institution to carry out a meaningful self-study and reevaluation visit. In such cases, the head of the institution may request that the reevaluation be postponed. In effect, a request for postponement of a reevaluation visit is an extension of the term of accreditation.

MSA-CESS Policy 5.5, Extension of the Term of Accreditation states:

5.5.1. Rationale for Acceptable Extensions

The following are examples of special and emergency conditions for which the Commissions have granted extensions of accreditation and postponement of a reaccreditation visit. This list is neither exhaustive nor all-inclusive. It is provided to demonstrate the parameters within which acceptable requests may lie:

- Major construction or renovation of the institution's facilities that will be so disruptive to the life of the school that a meaningful self-study and reevaluation visit could not be conducted.
- Labor actions that cause members of the institution's staff to withhold services and, as a result, prevent them from performing their expected roles in a self-study and reevaluation visit
- The need for time to align the institution's strategic planning efforts with those of the parent organization and/or state/federal mandated processes.

- A change in the leadership of the institution that results in an interruption to the continuity required to completing successfully a self-study and hosting and accreditation visit.

5.5.4. Request for Extension of Accreditation—Third Request. If the conditions for which a second extension was granted have not abated, or if a new unique or emergency situation or event arises, the head of the institution may submit a Request for Extension of Accreditation—Third Request.

5.5.4.1. A third extension of the term of accreditation is available only to institutions that have submitted and have had approved first and second requests for extension.

5.5.4.2. A Request for Extension of Accreditation—Third Request must be supported by the following:

- a. Documentation of the institution's continued adherence to the Standards for Accreditation;
- b. Documentation to support the institution's request for an additional extension; and
- c. An onsite visit.

5.5.4.3. The President may grant a third extension of an institution's term of accreditation for not more than one additional calendar year.

5.5.4.4. The institution will be billed for the travel expenses for the onsite visitor(s).

5.5.4.5. If the President denies an institutions third request for an extension of its term of accreditation, the institution may:

- a. Host an accreditation visit and be granted accreditation/reaccreditation by the Commission(s) prior to the expiration of its current term of accreditation, or
- b. Be returned to the status of a Candidate for Accreditation [see MSA-CESS Policy 3.2, Candidacy for Accreditation).
- c. Refer to MSA-CESS Policy 5.5 for issues related to a request for extension of the term of accreditation.

## **DIRECTIONS:**

- 1) A Request for Extension of the Term of Accreditation, Third Request, must be submitted at the time the Application for Evaluation is received or not later than 12 months prior to the date the institution's accreditation will expire.
- 2) Conduct a self-assessment of the institution's continued adherence to the appropriate Middle States Standards for Accreditation.
  - a. Use the electronic survey form available from Middle States to determine if the institution continues to be in adherence with the appropriate Standards for Accreditation. [Call (267) 284-5033 for the survey form.]
  - b. The self-assessment should be completed by the institution's staff and by representatives of the institution's community of stakeholders.
  - c. Include the results of the self-assessment as an appendix to the Request for Extension of the Term of Accreditation.
- 3) Complete and submit the signed Request for Extension of the Term of Accreditation, Third Request, at the time the Application for Evaluation is received or not later than 12 months prior to the date the institution's accreditation will expire. Submit the Application by mail, fax, or as an attachment to an e-mail to:

Manager of Membership Information

Fax: (215) 662-0957

E-mail: [lgreen@cess-msa.org](mailto:lgreen@cess-msa.org)

- 4) The Commissions' staff may also request additional documentation to support the institution's Request.

- 5) A request for a third extension of the term of accreditation requires an onsite visit by representatives of the Commissions to verify the information provided in the Request and to confirm the institution’s continued adherence to the Standards for Accreditation. A fee for the onsite visit is assessed, and the institution will be charged for expenses related to the visit.
- 6) On the basis of the information provided by the institution the President will act upon the request and notify the institution of the decision within a reasonable period. The President of the Commissions may grant a one-year extension of the term of accreditation.
- 7) If the President denies the institution’s request for extension of to the term of accreditation, the institution may either:
  - a. Conduct a self-study, host an accreditation visit, and be granted accreditation/reaccreditation by the Commission(s) prior to the expiration of the institution’s term of accreditation; or
  - b. Appeal the President’s decision. [See MSA-CESS Policy 1.4, Appeals From Adverse Accrediting Actions.]
- 8) If the institution fails to a) complete a self-study, host an accreditation visit, and/or be granted accreditation/reaccreditation by the Commission(s) prior to the expiration of the institution’s term of accreditation, or b) appeal the President’s decision, the institution’s membership status will change to a “Candidate for Accreditation. (See MSA-CESS Policy 3.2, Candidacy for Accreditation.)
- 9) If accreditation has not been sought and granted within the period of candidacy as prescribed in Policy 3.2, the President will withdraw the institution’s candidacy status and its membership in the Middle States Association.

**A. INSTITUTIONAL INFORMATION**

Name of School/School System/ Diocese/Archdiocese	
Street Address	

City, State, Zip Code	
Telephone No.	
Fax No.	
Name of Head of School/School System/ Diocese/Archdiocese	
Title of Head of School/School System/ Diocese/Archdiocese	
E-mail Address	

**B. REQUEST FOR EXTENSION OF THE TERM OF ACCREDITATION, THIRD REQUEST**

The above named institution requests a third one-year extension of its term of accreditation for the following reason(s):

**C. SELF-ASSESSMENT OF CONTINUED ADHERENCE TO THE STANDARDS FOR ACCREDITATION**

1. By my/our signature(s) below, I/We attest that our institution continues to be in adherence to the following Middle States Standards for Accreditation<sup>1</sup>:

	Standards for Accreditation for Schools (2014)
	Standards for Accreditation for School Systems
	Standards for Accreditation for Supplementary Education Organizations
	Standards for Accreditation for Learning Services Providers
	Standards for Accreditation for Educational Service Agencies

*If the institution is a component of a school system, diocese/archdiocese, or corporation, the signature of an authorized representative of that parent organization is also required.*

<sup>1</sup> The Middle States Standards for Accreditation may be viewed at:  
<http://www.msa-cess.org/RelId/606537/ISvars/default/Standards.htm>

Printed Name of Head of Institution
Signature Name of Head of Institution

Printed Name of Head of School System/Diocese/Archdiocese, or Corporation
Signature Name of Head of School System/Diocese/Archdiocese, or Corporation

2. Include as an appendix to this request the results of the self-assessment of continued adherence to the appropriate Standards for Accreditation.

**D. ATTACHMENT: Results of the Self-Assessment of Compliance with the Standards for Accreditation**

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**E. REPORT OF THE ON-SITE VISITOR(S)**

	I/We have reviewed the information provided in the Request for Extension of the Term of Accreditation and verify that it is accurate.
	I/We have reviewed the information provided in the Request for Extension of the Term of Accreditation and verify that it is not accurate for the reason(s) stated below:

	I/We have reviewed the report of the self-assessment of continued adherence to the Standards for Accreditation and verify that it is accurate.
	I/We have reviewed the report of the self-assessment of continued adherence to the Standards for Accreditation and verify that it is not accurate for the

	reason(s) stated below:

Comments of the Visitor(s):

Date of the On-Site Visit	
Name of Visitor	
Signature of Visitor	
Name of Visitor	
Signature of Visitor	

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*For MSA Office Use Only:*

	The request is approved
	The request is not approved for the following reason(s):

If approved:	
Year of Self-Study	
Year of an Accreditation Visit	
New Date for Expiration of Term of Accreditation	