

Processes and Estimated Timetable for Commission Action* (Rev. December 2015)

<i>Application/Form</i>	<i>Estimated Time To Go Before Commission</i>	<i>Additional Information</i>
Add/Change Program (App. #5, 6, and 7)	12 – 18 weeks from receipt	All required documents must be complete before 12 – 18 week window begins
Advisory Opinion	6 – 12 weeks from receipt	
Appeal	6 – 9 months from receipt	All documents must be submitted as required in the Instructions for Appeals document
Initial Accreditation for Additional Location (App. #3)	5 – 7 weeks from receipt	All required documents must be complete before 5 – 7 week window begins
Initial Accreditation for Additional Location (App. #16b)	Next Commission Meeting upon receipt	Must be received 16 business days prior to Commission meeting
Additional Location Visit	Visit must take place within 6 months of final approval	Full Team Visit only (effective for visits scheduled after 1/1/15)
Candidate Status (App. #1) (A Non-Commission Action)	2 – 4 weeks from receipt	All required documents must be complete before 2 – 4 week window begins *Candidate Status expires 2 years following grant of status
Candidate Consultation Visit	Visit will take place within 2 – 4 months from receipt of Request	All required documents must be complete before 2 – 4 month window begins. Partial Team Visit
Change of Location (App. #11)	5 – 7 weeks from receipt of official notification	All required documents must be complete before 5 – 7 week window begins
Change of Location Visit	Visit must take place within 6 months of final approval	Partial Team Visit
Change of Control/Ownership (App. # 12A and 12B)	5 – 7 weeks from receipt of official notification	All required documents must be complete before 5 – 7 week window begins
Change of Control Visit, Category 2 or 3	Visit must take place within 6 months of final approval	Category 2 – Partial Team Visit Category 3 – Full Team Visit
Change in Title IV Participation (App. #14)	5 – 7 weeks from receipt of official notification	All required documents must be complete before 5 – 7 week window begins
Clock Hour to Credit Conversion (App. #8)	6 – 8 weeks from receipt of official notification	All required documents must be complete before 6 - 8 week window begins
Initial Accreditation and Visit (App. #2)	No Limitations found = 8 – 10 months from receipt	All required documents must be complete before 8 – 10 month window begins. School must be prepared for visit within 1 year of process initiation. Full Team Visit
Petition for Variance	6 – 12 weeks from receipt	All required documents must be complete before 6 – 12 week window begins
Re-Designation (App. #15)	5 – 7 weeks from receipt	All required documents must be complete before 5 – 7 week window begins
Renewal of Accreditation and Visit (App. #4)	12 – 14 months from receipt	All required documents must be complete before 12 – 14 month window begins. Full Team Visit
Universal Branching-Additional Location (App. #16A)	5 – 7 weeks from receipt	All required documents must be complete before 5 – 7 week window begins
Acknowledgement of Non-Substantive Change (Form #1) (A Non-Commission Action)	2 – 4 weeks from receipt	Includes: Ownership, Name, Expanded Campus, Programs, Alternate Names, Official Contact, etc. All required documents must be complete before 2 – 4 week window begins

***Note:** These timeframes are estimated based on average length of time necessary to complete the process and go before the Commission. The timetable assumes the application/form is fully complete. Additionally, the actual time necessary to complete a specific process will vary depending on all facts and circumstances relevant to the matter including factors beyond the control of NACCAS. NACCAS cannot guarantee that any specific process will be completed within the timeframe described above. The timeframe above also does not include the time necessary to communicate the Commission's decision to the institution. The Commission meets eight (8) times per year; four (4) times per year face to face and four (4) times per year via teleconference. The Commission reserves consideration of complex processes for face to face meetings. Commission meeting dates are posted on NACCAS' website at www.naccas.org.