



ADDITION OF A BRANCH CAMPUS

International Aerospace Accrediting Commission (IAAC)

IAAC has established these policies and procedures outlined as follows to provide guidance to accredited institutions in applying to IAAC for prior approval to add a new Branch Campus.

In keeping with the requirements for recognition of the IAAC promulgated by the US Department of Education, IAAC conforms its designations of an institution's branch campuses (may be referred to as additional locations) with those of the Department and the US Department of Veterans Affairs. Further, IAAC accredits all branch campuses and locations of an institution as certified for participation in Title IV programs, except where expressly waived by, or notice to, the US Secretary of Education.

BRANCH LOCATIONS CATEGORIZED ACCORDING TO THE FOLLOWING DEFINITION

Branch Campus – A location of an institution that is geographically apart from and operated independently of the main campus, has its own administration, and offers courses that lead to a recognized education credential. (May also be termed an Additional Location)

Specifically, a Branch is a full-service educational physical facility, geographically apart from, but operated independently and under the direction of the main campus. A branch must have the same ownership and management as the main campus, is permanent in nature, offers complete educational programs, has its own budgetary and hiring authority, and has its own faculty and supervisory structure to provide comprehensive training and appropriate student services. Branch campuses encompass additional locations as defined by the U.S. Department of Education.

PART I: APPLICATION PROCESS FOR BRANCH CAMPUSES (ADDITIONAL LOCATIONS)

The grant of accreditation to a main campus may be expanded to include additional locations, i.e., Branch Campuses, within the policies and procedures outlined in this document. Note that each additional location must have the identical ownership/authority as the main campus and utilize the same name as the main. The only waiver to this naming requirement would address instances in which (a) programmatic or geographic descriptors are added to the name (*if a school is considering a different in any aspect, it should contact the Commission Offices for guidance*) and/or (b) federal or state regulations prohibit the use of a particular name (*the onus falls on the school to monitor this requirement prior to submittal of the Application to add a Branch Campus*).

The ability to discharge all obligations to students is an important aspect of the IAAC approval of new locations. Of primary concern to IAAC is the ability of an institution seeking to expand to demonstrate the planning capability and the educational, financial, operational, managerial, personnel, and physical resources necessary to ensure continued compliance with all IAAC standards and policies. An institution making application for an additional location must be prepared to administer all aspects of the operation as a fully accredited extension of the main campus effective the first day of approval. The failure of a branch to be in full compliance with IAAC standards, policies and procedures is a direct reflection on the main campus and will call into question its accredited status.

IAAC policies guide and monitor the process for establishing an additional location as an extension of the main campus. Specific restrictions have been established that preclude an institution from making an application for an additional site as noted below:

1. Institutions accredited for a period of less than three (3) years may not make application for a new branch.
2. Institutions receiving transfer of accreditation following a change of ownership/control may not make application for any new branch locations for 12 months following the change of ownership/control.
3. Institutions currently undergoing the IAAC reaccreditation process may not apply for a Branch following the originally scheduled due date of self-study document; *SS – IAAC Self Study* [current version at time of renewal] and prior to the final review and decision of the IAAC Commission regarding the institution.
4. Following a grant of initial accreditation of three years or longer, institutions are restricted from making application for the first year. Thereafter, a maximum of one branch in any given 12-month period may be submitted.
5. An accredited member institution may apply for approval of a Branch Campus provided the institution is in good standing and not subject to any IAAC policy-related restrictions or pending adverse actions as outlined in *IAAC Standards of Accreditation – IAAC Document S – Policy on Commission Actions on Initial and Renewal of Accreditation*.

Note: An institution may request and may be granted a special consideration by the Accrediting Commission if it can demonstrate a compelling rationale to waive any of these restrictions. Early conferral with and guidance from IAAC staff is recommended. However, waiver is only granted by the IAAC Commission.

APPLICATION PROCESS FOR ADDING A BRANCH CAMPUS

Described below is the process for seeking and obtaining prior approval from the IAAC for a Branch Campus:

Application

An accredited member institution may apply for approval of an additional location provided the institution is in good standing and not subject to any IAAC policy-related restrictions or pending adverse actions as defined in *IAAC Document S – Policy on Commission Actions on Initial and Renewal of Accreditation*. The IAAC also takes into consideration the status of the school with Federal, State, and Other Accrediting Agencies including any previous or pending adverse actions. Main Campuses seeking approval to establish new branches must provide the following documentation:

Branch Campus: Completed *IAAC Document A – Application To Add a Branch Campus* with all required supporting documentation and processing fee, as specified in *IAAC Document D – Commission Fees Structure*. This application is prepared and submitted electronically through the portal designated by the IAAC Staff.

Approval Timeline: An institution should allow a maximum of 30 days for processing from the date a complete application for a branch is received in the IAAC office. Incomplete applications or inadequate documentation will delay the process. Final processing will not be completed without the proper federal approval, state license or, if the institution is not required to be licensed by the state, a letter from the state documenting the exemption. Consideration should be given to the processing time for state approval, in addition to IAAC's processing time, when developing the timelines for the opening of the institution's new site. If necessary to expedite the process, an institution's application may be submitted prior to the receipt of the state approval letter; however, final processing of the application cannot occur until the state approval is received.

If the programs or courses to be offered are different from those offered at the main campus, the procedures outlined in IAAC document *P – Substantive and Non-Substantive Change Policy* must be followed. Approval for new or revised programs/courses must be obtained from IAAC prior to advertising, enrolling students, or providing instruction. Requests for approval to offer new or revised programs/courses must come through the main campus, with approval granted on an institutional basis. In certain cases, approval to offer a program may be granted with the stipulation that the program/course is approved to be offered only at a specific location. (i.e., an ATC Program not offered at the Main Campus)

Initial On-Site Visit

After the application for a new Branch Campus has been reviewed by IAAC staff and determined to be complete, a preliminary on-site visit will be scheduled. The visit will be conducted by an IAAC Commission Representative or designee to verify the information contained in the *Application for a Branch Campus*, prior to the opening of the location. Refer to *IAAC Document D – Commission Fees Structure* for visitation fees and related treatment of travel expenses.

Prior to the visit, the school will be provided a *Site Visit Team Announcement (SVTA)* outlining the course, conduct and expectation for this initial on-site visit. The principle purpose of the visit will be to establish that the facility, equipment, supplies, administrative support, and faculty are appropriate and adequate for the branches' program offerings and enrollments. During the initial visit, the following documents must be available for review:

- (1) a copy of the application, along with all supporting documentation, and
- (2) the operations manual(s) that guides the day-to-day operation of the institution. [Guidance, in the form of a template is available at www.iaac.aero]

A written report of the preliminary visit will be completed by the Commission Representative, submitted to the school for any response, and then submitted for review by the IAAC Commission.

Preliminary Approval Process

Once the Branch Application is complete and the initial on-site visit has been conducted, the IAAC Commission will review and determine whether to grant preliminary approval for the new branch. The Commission will determine whether to grant preliminary approval, deferral, or denial of the application. The institution is prohibited from advertising, enrolling students, or providing instruction at a prospective branch prior to receipt of IAAC preliminary approval.

A letter transmitting initial approval will outline information and timelines that address:

- (1) the submission of the updated documents and information,
- (2) the scheduling of the full on-site visit, and
- (3) the review cycle in which the branch will be considered for final approval by the Accrediting Commission.

Additionally, if applicable, the institution may be notified that a representative of the Branch will be required to attend the next available IAAC Seeking Accreditation Workshop. Final consideration of the institution's application for a branch campus by IAAC will take place at the next regularly scheduled meeting of the Accrediting Commission following a full on-site visit after the site begins operation.

Note: Preliminary approval of the branch will be revoked, if the school fails to start classes at the new location, submit the required documentation, and complete the full on-site visit within 12 months of the award of the preliminary approval, unless an extension is granted due to extenuating circumstances. If the on-site visit takes place within 12 months of the end of the institution's grant of accreditation, the branch campus may forego a visit as part of the reaccreditation review.

Submission of Additional and Updated Information

The Branch will be required to submit a specific updates to the Branch Application two to three months after the start of classes at the new site. Such documentation is submitted electronically through the portal designated by IAAC Staff in the correspondence indicated above in the Preliminary Approval.

Full Team On-Site Visit

A full on-site visit will be conducted within six months of the institution starting classes. As specified in the Initial Visit Step above, the school will receive a SVTA outlining the scope of the visit. After the conclusion of the visit, the Branch will receive the team report and have an opportunity to respond to the report. The team report and school's response are completed and transmitted electronically through IAAC portal access provided by Commission staff.

Final Approval Process

The IAAC Commission will review the team report and the school's response to the team report of the full team on-site visit at its next regularly scheduled meeting and make a final decision regarding the approval of the new campus.

Branch Administrative Status Post Approval

A Branch Campus must be in continuous compliance with all IAAC Standards and criteria contained in IAAC Policy and Procedure document and forms. Once the Branch Campus is approved and has received its final approval, it falls into the accreditation cycle of its main school. An exception exists if the Branch location has been approved within 12 months or less of the accreditation cycle of the main campus.

A Branch Campus must file an IAAC Annual Report, with all requested information and supporting documents that correspond to the total annual operations of the Branch. Notices are sent out in December of each year and generally have an Annual Report due date by March 31st. The Branch Campus is also assessed an Annual Sustaining Fee separate from any fees due from the Main School. The IAAC Fee Schedule is located at www.iaac.aero as is the Annual Sustaining Fee Worksheet.