



Policy Title: ACAOM Change in Mission, Legal Status, Ownership or Form of Control Policy

Approved By: ACAOM Commission

Document History: Implementation Date: 9 June 2017

Last Updated:

Related Policies: [ACAOM Glossary](#); [ACAOM Notification of Change Policy](#); [ACAOM Code of Conduct and Professional Ethics Guide](#); [ACAOM Integrity in the Accreditation Process Policy](#); [ACAOM Commission Actions Policy](#); [ACAOM Accreditation Procedures](#); ACAOM Standards and Criteria for Accreditation. This policy was adapted from the Western Association of Schools and Colleges, Senior College and University Commission's "Levels of Review for Proposed Changes in Mission, Legal Status, Ownership, or Control Policy."

References: [34 CFR Part 602](#); [20 U.S. Code § 1099\(b\)](#)

Responsible Official: ACAOM Executive Director

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**Policy Summary:** This policy addresses levels of Commission review for proposed changes in mission, legal status, ownership or form of control.

### Background

Pursuant to the Accreditation Commission for Acupuncture and Oriental Medicine's (ACAOM or Commission) [Notification of Change Policy](#), and [34 CFR §602.22](#) changes in mission, legal status, ownership, and control are considered substantive and require review and prior approval by the Commission. It is the institution's responsibility and obligation to prepare and submit a [Notification of Change Form](#) and a completed application form that documents and explains the proposed change and its anticipated effect on the accredited institution and/or program. Approval is at the discretion of the Commission. Instituting a change in mission, legal status, ownership, and/or form of control without appropriate Commission approval are subject to ACAOM's [Commission Actions Policy](#), including the possibility of termination.

### Procedures for Determining the Appropriate Level of Institutional Review

Proposed changes to mission, legal status, ownership or form of control will vary in terms of complexity and Commission review procedures will depend on the magnitude of the change and ACAOM's role as the institutional or programmatic accrediting agency.

ACAOM staff shall examine the institution's application, supporting documentation and/or other facts and circumstances of a proposed change addressed herein to determine the appropriate review procedures and any associated costs to the institution. In general, staff will consider the level of complexity of the request and determine whether the initial change application and supporting documents are sufficient to conduct the review or whether supplemental information and/or an on-site review is necessary (i.e. focused site visit, comprehensive review). Staff will communicate these findings to the institution.

Initial staff findings in no way limit the Commission from any action available to it under the Commission Actions Policy.

### Request for Reconsideration

An institution may request reconsideration of a determination as to the level of review to ACAOM's Executive Director within 30-days of the staff determination with a statement of reasons supporting the request. The Executive Director shall review the staff

determination and institution's request for reconsideration and issue a decision within 30-days. The Executive Director's decision shall be final.

**Revision History**

Date Revised	Summary of Revisions	Approved By
		ACAOM Commission