



**Policy Title:** ACAOM Notification of Change Policy

**Approved By:** ACAOM Executive Committee

**Document History:** Implementation Date: 1 July 2012

Last Updated: 20 October 2018

**Related Policies:** [ACAOM Glossary](#); [ACAOM Public Disclosure Policy](#); [ACAOM Fees and Dues Schedule](#); [ACAOM Distance Education Policy](#); [ACAOM Accreditation Procedures](#); [ACAOM Branch Campus Policy](#); [ACAOM Change in Mission, Legal Status, Ownership or Form of Control Policy](#); [Doctoral Programs in Acupuncture and in Oriental Medicine Policy](#); [ACAOM Site Visit Manual \(for institutions and site visitors\)](#)

**References:** [34 CFR 602.3](#); [20 U.S.C. § 1099\(b\)](#)

**Responsible Official:** ACAOM Executive Director

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**Policy Summary:** This guidance outlines the Accreditation Commission for Acupuncture and Oriental Medicine’s notification requirements related to institutional changes.

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### A. Background

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM or Commission) accredits throughout the United States professional non-degree and graduate degree programs, including professional doctoral programs, in the field of acupuncture and/or Oriental medicine (AOM) as well as freestanding institutions and colleges of AOM that offer such programs. Accordingly, ACAOM functions as both an institutional accrediting agency and, for specific institutions that have been granted either regional or national accreditation by another accrediting agency recognized by the U.S. Department of Education, ACAOM may serve as a programmatic accrediting agency. In keeping with federal law and Commission policy, institutions/programs accredited by ACAOM are required to notify and, in some cases receive prior approval from, the Commission for certain changes.

Institutions are strongly encouraged to timely contact the Commission to discuss potential changes being considered, to seek clarification on notification and fee requirements, and to obtain the appropriate substantive change instructions/application. The Commission may, at its discretion, review other institutional changes not listed here that impact the institutions/programs.

## B. Notification requirements for institutions and programs

ACAOM-accredited or pre-accredited institutions and programs are required to inform the Commission, pay any associated fees and, in some cases, seek prior approval of change according to the following three categories of changes:

1. Changes that are defined as Substantive Change under Federal Law and/or by ACAOM Policy that require approval of the Commission prior to implementation of the change,
2. Changes that require prior notification and review by the Commission, and
3. Changes that require notification to the Commission after a precipitating event or implementation of the change.

### 1.00 Changes requiring Commission approval prior to implementation of the change

#### General Terms:

- a. Substantive changes may not be initiated by the institution or program until prior approval is received from the Commission. The approval specifies the effective date and is not retroactive.
- b. The Commission will only accept substantive change requests for a new program from those institutions (and their branch campuses where applicable) that are in full compliance with all institutional and programmatic *Standards and Criteria for Accreditation*.
- c. When an institution that offers any ACAOM-accredited program seeks to add an ACAOM-accreditable acupuncture or AOM program, the institution must receive substantive change approval from ACAOM for that program or programs under this *Notification of Change Policy*.
- d. The Commission, at its discretion, reserves the right to elevate the level of review, to permit notification in less than the applicable notice period indicated below, to deny or defer implementation of a substantive change request, or to require an institution/program to suspend implementation of a substantive or other institutional change pending Commission action (e.g., insufficient information received, insufficient institution evaluation, receipt of adverse information).
- e. Institutions in pre-accreditation (candidacy) status have not yet demonstrated full compliance with Commission *Standards and Criteria for Accreditation* and are therefore ineligible to add new programs or Distance Education until full initial accreditation is achieved.
- f. Substantive change applications are available from the Commission's executive office.

#### 1.01 A change in location of a main campus, branch campus or additional location.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**Site Visit:** Post-implementation verification visit is required within 6 months.

**1.02** The addition of a location offering 50% or more of an ACAOM accredited program.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**Site Visit:** Post-implementation verification visit is required within six (6) months.

**Commission Comments:**

1. Additional locations that are approved by the Commission to offer existing ACAOM-accredited programs are extended the accreditation status of those programs consistent with the main campus.
2. The addition of new program at an additional location requires separate substantive change approval.

**Note:** Public disclosure is required for this substantive change. Specific required language will be included in ACAOM's action letter for this substantive change.

**1.03** The establishment of a branch campus.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation.

**Site Visit:** Post-implementation verification visit is required within six (6) months.

**Commission Comments:**

1. A branch campus is considered quasi-independent of an institution's main campus and, therefore, must attain programmatic accreditation independent of the main campus for any AOM programs offered.
2. In general, institutions seeking to establish a branch campus must submit a substantive change application that includes a self-study for the proposed branch campus. The self-study must include but is not limited to:
  - a. an official statement from the institution describing the hiring authority of the proposed branch location;
  - b. a specific description of the relationship between the main campus of the institution and all of its branches;
  - c. a description of the student aid processing that is performed by the main campus and that is or will be performed at the proposed branch campus;
  - d. an operating budget for the proposed branch campus that includes projected revenues, expenditures, and expected cash flow;
  - e. consolidated financial statements for the main campus's two previous years and a breakdown of the institution's financial circumstances; and

- f. a business plan for the proposed branch campus that describes the educational program(s) to be offered, and a description of the operation, management, and physical resources required to operate.
3. The addition of a new program at a branch campus requires separate substantive change approval.

**Note:** Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change.

- 1.04** The acquisition of any other AOM institution or any AOM program or location of another institution that offers 50% or more of an AOM program.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation.

**Site Visit:** Post-implementation visit is required within 6 months.

**Note:** Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

- 1.05** The addition of a Master of Acupuncture degree program by an institution that offers an accredited Master of Oriental Medicine degree program.

**Initial Level of Review:** Staff Review. If the proposed program curriculum is deemed substantively different from the accredited program, additional information or a focused site visit may be required.

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**Note:** Substantive change approval of a Masters in Acupuncture degree program results in the program being placed on a concurrent review cycle and the awarding of equivalent accreditation status with the currently accredited Master of Oriental Medicine degree program. Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

- 1.06** The addition of a Master of Oriental Medicine degree program by an institution that offers an accredited Master of Acupuncture degree program.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation.

**Site Visit:** Post-implementation focused visit is required within six (6) months.

**Note:** Substantive change approval of a Masters in Oriental Medicine degree program results in the program being placed on a concurrent review cycle and the awarding of equivalent accreditation status with the currently accredited Master of Acupuncture degree program. Public

disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

- 1.07** The offering of an Acupuncture and Oriental Medicine (AOM) accredited program in another language. The identical degree program must first be ACAOM-accredited in English. Note: At this time the Commission will review institutions wishing to offer their accredited English program(s) in either Chinese (Mandarin) or Korean.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation.

**Site Visit:** Post-implementation focused visit is required within six (6) months.

**Note:** Substantive change approval results in the new language track being placed on a concurrent review cycle and the awarding of equivalent accreditation status with the currently accredited English-language track program. Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

- 1.08** The addition of an AOM doctoral program [e.g., addition of a post-graduate Doctor of Acupuncture and Oriental Medicine (DAOM) or Professional Doctoral Degree (PD)].

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation.

**Site Visit:**

Between 6-12 months after the start of student enrollment in a **DAOM program**, the program/institution submits to ACAOM a self-study report for accreditation and hosts a comprehensive site visit in accordance with ACAOM's Accreditation Procedures policy.

Between 12-18 months after the start of student enrollment in a **PD program**, the program/institution submits to ACAOM a self-study report for accreditation and hosts a comprehensive site visit in accordance with ACAOM's Accreditation Procedures policy.

**Note:** This approval to begin enrolling students does not confer any accreditation or pre-accreditation status with ACAOM. Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

- 1.09** Significant changes in clock hours, credit hours, or program length.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

- 1.10** Any significant change to the objectives of an ACAOM-accredited program since it was last evaluated.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**1.11** Any change in the institutional mission, legal status, form of control, or ownership of an institution.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**Site Visit:** Post-implementation focused visit is required within six (6) months of the date of effective date of change for changes to legal status, form of control, or ownership.

**1.12** A decision to cease operations, close an institution, close a branch campus, close an additional location, or close a program.

**Initial Level of Review:** Staff Review

**Notice:** Submission of a Letter of Notification thirty (30) days prior to planned implementation.

**Required Documentation:** Proposed Teach-Out Plan [per [Teach-Out Policy](#)], if applicable

**Site Visit:** A focused visit may be required.

**Notes:** (1) Public disclosure is required for this change. Specific required language will be provided by ACAOM.

(2) Institutions should also refer to 3.11 *Policy Statement on Closure of an Institution or Program, Teach-Out Plans and Agreements*

**1.13 Deleted** [eff. 20 October 2018].

*(The addition of a permanent location, including one where an ACAOM-accredited institution is conducting a teach-out, is properly addressed via 1.01, 1.02, or 1.03, as applicable to the given circumstances.)*

**1.14** Entering into a contract with another institution or organization that is not certified to participate in Title IV, HEA programs and this institution/organization is contracting to offer more than twenty-five (25) percent of one or more of the ACAOM-accredited institution's educational programs.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**1.15** The addition of a first distance education course(s).

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application six (6) months prior to implementation of a first distance education course. Three (3) months- notice and prior ACAOM approval is required for subsequent distance education courses.

**Required Documentation:** When ACAOM is not the institution's accreditor, the institution must provide documentation demonstrating institutional accreditor approval of distance education methodologies.

**Site Visit:** Post-implementation verification visit is required within six (6) months.

**Note:** Only didactic courses/content, limited to no more than 49% of an ACAOM-accredited educational program as measured by credits/hours, may be offered via distance education. No "hands-on" portion of any laboratory or clinic-based courses within a degree program may be taught online. All distance education courses must be offered in English.

#### 1.16 The addition of an AOM-related certificate program.

**Initial Level of Review:** Review Committee

**Notice:** Submission of a change application ninety (90) days prior to implementation.

**Site Visit:** Post-implementation verification visit is required within six (6) months.

**Note:** Substantive change approval of an AOM-related certificate program results in the program being placed on a concurrent review cycle and the awarding of equivalent accreditation status with the currently accredited Master's degree program(s). Public disclosure is required for this substantive change. Specific required language will be included in the action letter for this substantive change. Please see section on Public Disclosure.

**Required Documentation:** Submission of a completed application that includes a business plan for the intended certificate program including an analysis of the expected impact on the accredited program(s) and associated resources, whether or not a credential will be awarded, and whether or not it is the intention to award Title IV federal financial aid for the certificate program.

## 2.00 Changes requiring prior Commission notification and review

### General Terms

ACAOM-accredited and pre-accredited institutions and programs must timely notify the Commission, pay any associated fee and provide appropriate supporting documentation prior to implementing the changes identified below. Notifications must be submitted on institutional letterhead and must be signed by the school's president or designee. Normally, these changes do not require Commission prior approval or a site visit. However, at ACAOM's discretion, these changes may require further documentation, a focused site visit, or prior approval by the Commission.

#### 2.01 Any significant change to present facilities.

**Initial Level of Review:** Staff Review. If changes are deemed substantive, additional information or a focused site visit may be required.

**Notice:** Submission of a Letter of Notification thirty (30) days prior to planned implementation.

**Required Documentation:** Rationale for the change to facilities and its impact to ACAOM-accredited programs.

**2.02** Any significant change to an ACAOM-accredited program.

**Initial Level of Review:** Staff Review. If changes are deemed substantive, additional information or a focused site visit may be required.

**Notice:** Submission of a Letter of Notification thirty (30) days prior to planned implementation.

**Required Documentation:** Rationale for the change to the ACAOM-accredited program and its impact.

**2.03** Any change in the name of an ACAOM-accredited institution **or** any change in the name of an ACAOM-accredited program.

**Initial Level of Review:** Letter of Notification to ACAOM

**Notice:** Submission of a Letter of Notification sixty (60) days prior to planned implementation.

**Required Documentation:** Rationale for the change in name of the institution **or** rationale for the change in name of the accredited program(s).

**2.04** Bankruptcy or reorganization filings.

**Initial Level of Review:** Staff Review

**Notice:** Submission of a Letter of Notification thirty (30) days prior to filing a petition for bankruptcy or reorganization.

**Required Documentation:** 1) Copy of the petition for bankruptcy or reorganization, and 2) a teach-out plan, if applicable.

**2.05** Voluntary withdrawal of accreditation from ACAOM or another accrediting agency.

**Initial Level of Review:** Staff Review

**Notice:** Submission of a Letter of Notification thirty (30) days prior to voluntarily withdrawing accreditation

**Required Documentation:** 1) Letter explaining the reasons for withdrawing accreditation, and 2) a teach-out plan, if applicable.

**Site Visit:** A focused site visit may be required.

**Note:** Public disclosure is required for this change. Specific required language will be provided by ACAOM.

**2.06** Suspending matriculation of a new student cohort.

**Initial Level of Review:** Staff Review

**Notice:** Submission of a *Letter of Notification* within thirty (30) days of a decision to suspend enrollment of a new student cohort

**Required Documentation:** 1) Letter explaining the reason(s) for not enrolling a cohort of new students in an ACAOM accredited/pre-accredited program, and 2) a plan for resuming new student matriculations, if applicable.

**Site Visit:** A focused site visit may be required.

**Note:** Public disclosure may be required for this change. Specific required language will be provided by ACAOM.

### 3.00 Changes requiring post-implementation notification

#### General Terms

ACAOM-accredited and pre-accredited institutions and programs must timely notify the Commission of any material event or circumstance that will or could affect the institution/program's operations, policies, staff, curricula, reputation, approval status, financial status, or authority to operate as a legal entity. Such notification must be made in writing on institutional letterhead and submitted within the timeframe specified below.

These notifications are in addition to disclosures required in applications for pre-accreditation (candidacy), initial accreditation, continuing accreditation, annual reports, any substantive change report or non-substantive change notification. ACAOM will review the notification and either accept the notification or at ACAOM's discretion, require further documentation, a higher-level review, or other Commission action.

#### 3.01 Actions taken by external agencies.

Actions taken by external agencies that may affect the accredited or pre-accredited institution/program require that a Letter of Notification be submitted to ACAOM within thirty (30) days of the institution/program's receipt of official notification and/or agency letter. Actions that must be reported include:

- Any action against an institution or program to deny, limit, suspend, or terminate student loan guarantees or participation in external programs by a guaranty agency or the U.S. Department of Education **or** any determination in accordance with requirements of the U.S. Department of Education that the institution is not meeting its requirements.
- Any limitation or sanction (i.e., warning, suspension, show cause order, imposition of probationary status, or denial or withdrawal of accreditation) issued by a state or local authorizing agency or other applicable regulatory agency (i.e., Department of Consumer Affairs, Attorneys General, zoning board, etc.) because an institution or program is not meeting applicable requirements or is in violation of any law.
- Investigations by local, state or federal authorities, beyond those required in the normal course, related to an institution's licensure, approval to operate, program approval(s), or participation in federal programs.
- Any grant of accreditation or any issued sanction (i.e., warning, suspension, show cause order, imposition of probationary status, or denial or withdrawal of accreditation) by another accrediting agency.

- Any action to deny, limit, suspend, withdraw, revoke or terminate an institution or program's approval or recognition by any agency that grants certification or licensure to its graduates.
- Any criminal or civil action filed by local, state (including state-supported legal assistance agencies) or federal authorities against the institution, its officers, or employees.
- The results of any lawsuit or investigation brought against the institution, its officers, or employees that determine an institution or program is not meeting applicable requirements or is in violation of law or regulation.

**Required Documentation:** 1) Copy of the official notification and/or agency letter disclosing the rationale for its action, and 2) the institution or program's response to the official notification including of all relevant documents and any remediation plan proposed to address the agency's action.

**Initial Level of Review:** Staff review the notification to determine if the specific action being taken will place the institution or program in non-compliance with the Commission's accreditation standards or policies, and provide a recommendation to the Review Committee as to whether the Commission should:

- 1) Issue a finding of non-compliance,
- 2) Require a supplemental information report,
- 3) Deny pre-accreditation (candidacy) or initial accreditation
- 4) Defer action
- 5) Continue accreditation
- 6) Issue a sanction
- 7) Require monitoring action
- 8) Issue a formal notice of concern
- 9) Impose probation
- 10) Permit a good cause extension
- 11) Terminate accreditation

**Site Visit:** A focused site visit may be required.

### 3.02 A qualified or adverse financial statement.

Any qualified or adverse statement, or statement related to an institution's status as a "going concern," included in an audited financial statement or financial review report.

**Initial Level of Review:** Staff Review

**Notice:** Within thirty (30) days of receiving audited financial statement or financial review report.

**Required Documentation:** 1) Opinion letter, 2) audited financial statement or financial review, and 3) a letter from the institution explaining the financial status of the institution and its plans to address the financial issues cited.

### 3.03 A change in administrative leadership.

(a) Change in the president/chief executive officer of the organization that owns or controls the institution, or

- (b) Changes to the board of directors other than in the normal course of term completion, or
- (c) Change in the administrative leadership of the AOM program.

**Initial Level of Review:** Staff Review

**Notice:** Within thirty (30) days of the change.

**Required Documentation relevant to change(s) above:**

- 1) Name, contact information, and bio of new president/chief executive officer
- 2) Summary of changes to board of directors
- 3) Resumes of new administrative leadership for AOM program

- 3.04** Any matter that may be deemed to significantly impact the character or quality of the institution or AOM program.

**Initial Level of Review:** Staff Review

**Notice:** Within thirty (30) days of the date the institution or program became aware of the matter at issue.

**Required Documentation:** Summary of the change and explanation of the impact to the institution or AOM program.

**Site Visit:** A focused visit may be required.

- 3.05** A twenty (20) percent or more increase or decrease in the size of the faculty or student population.

**Instructions:** If the number of faculty or student population increases or decreases by twenty (20) percent or more as compared to the annual report the institution submitted to ACAOM for the previous year, the institution must submit an analysis of the impact of the increase or decrease on the capacity of the institution and its AOM programs to continue meeting ACAOM accreditation standards.

**Initial Level of Review:** Staff Review.

**Notice:** Within thirty (30) days after the institution becomes aware of the increase or decrease.

**Required Documentation:** Rationale and impact of increase or decrease in faculty size or student population.

**Site Visit:** A focused visit may be required.

- 3.06** The destruction of an institution or a significant part of its facilities.

**Initial Level of Review:** Staff Review

**Notice:** Subject to emergency response, as soon as possible after the event.

**Required Documentation:** Description of impact to the institution or AOM program, planned response, and public notification.

**Site Visit:** A focused visit may be required.

**Table 1: Accreditation Change Notification and Review Procedures**

\* The Commission may at its discretion establish additional requirements or other conditions for any substantive change actions.

Type of Change	Notice to ACAOM	Level of Review	Follow-up Required*
<b>Category 1: Prior Approval Required — Substantive Change</b>			
<b>1.01</b> Change of location (main campus, branch campus or additional location)	90 days prior	Review Committee	Site visit within 6 months after implementation
<b>1.02</b> Addition of location offering 50% or more of ACAOM program	90 days prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>1.03</b> Addition of a branch campus	6 months prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>1.04</b> Acquisition of another AOM program or institution	6 months prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>1.05</b> Addition of M.Ac. program	90 days prior	Review Committee	Public disclosure required. Site visit may be required
<b>1.06</b> Addition of M.OM program	6 months prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>1.07</b> Addition of AOM program in Chinese (Mandarin) or Korean	6 months prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>1.08</b> Addition of an AOM doctoral program (DAOM or PD)	6 months prior	Review Committee	6-12 months after DAOM program student enrollment begins a self-study and comprehensive site visit are required. 12-18 months after PD program student enrollment begin a self-study and comprehensive site visit are required. Public disclosure required.
<b>1.09</b> Change in clock hours, credit hours or program length	90 days prior	Review Committee	
<b>1.10</b> Significant departure in program objectives	90 days prior	Review Committee	
<b>1.11</b> Change in mission, legal status, control, or ownership	90 days prior	Review Committee	Site visit within 6 months after implementation
<b>1.12</b> Ceasing operations, closing the institution, closing a program or proposing a teach-out of students	30 days prior	Staff Review	Focused visit may be required. Teach out plan required. Public disclosure required.
<b>1.13</b> Deleted [eff. 20 Oct 2018].			Permanent teach-out locations are addressed in 1.01, 1.02, or 1.03, above, as applicable
<b>1.14</b> Contract with an unaccredited organization offering 25% or more of a program	90 days prior	Review Committee	

**Table 1: Change Notification and Review Procedures – Summary Table (Continued)**

Type of Change	Notice to ACAOM	Level of Review	Follow-up Required
<b>1.15</b> Addition of a first AOM-related distance education course or courses	6 months prior	Review Committee	Verification visit within 6 months after implementation
<b>1.16</b> Addition of an AOM-related certificate program	90 days prior	Review Committee	Site visit within 6 months after implementation. Public disclosure required.
<b>Category 2: Prior Notice and Review Required</b>			
<b>2.01</b> Significant change to facilities	30 days prior	Staff Review	Additional information or a focused visit may be required
<b>2.02</b> Significant change to accredited AOM program	30 days prior	Staff Review	Additional information or a focused visit may be required
<b>2.03</b> Name change of institution or program	60 days prior	Notification	
<b>2.04</b> Bankruptcy or reorganization	30 days prior	Staff Review	Focused visit may be required
<b>2.05</b> Voluntary withdrawal of accreditation	30 days prior	Staff Review	Focused visit may be required. Public disclosure required.
<b>2.06</b> Suspending matriculation of a new student cohort	30 days prior	Staff Review	Focused visit may be required. Public disclosure required.
<b>Category 3. Post Implementation Notification Required</b>			
<b>3.01</b> External agency actions	Within 30 days	Staff Review	Additional information or a focused visit may be required
<b>3.02</b> Qualified or adverse statement in audited financial statement	Within 30 days	Staff Review	Additional information or a focused visit may be required
<b>3.03</b> Administrative leadership changes	Within 30 days	Staff Review	
<b>3.04</b> Matter that may significantly impact character or quality of institution or AOM program	Within 30 days	Staff Review	Focused visit may be required
<b>3.05</b> 20% or more increase or decrease in size of faculty or student population.	Within 30 days	Staff Review	Focused visit may be required
<b>3.06</b> Destruction of an institution or a significant part of its facilities	Subject to emergency response, as soon as possible after the event.	Staff Review	Focused visit may be required

## C. Public disclosure of institutional changes

Certain institutional changes require public disclosure to ensure that members of the public are provided full and accurate information concerning the institution/program. Institutions that have submitted institutional change applications/notifications will receive an action letter from ACAOM that approves, requests additional information, defers, or denies the change in accordance with Commission policies. When changes are approved, the Commission’s action letter will include required public disclosure language applicable to the change along with any other specific findings or actions of the Commission.

The following types of changes require public disclosure:

**Category 1 Changes: 1.2; 1.3; 1.4; 1.5; 1.6; 1.7; 1.8; 1.13**

**Category 2 Changes: 2.6; 2.7**

ACAOM may, at its discretion, require public disclosure for other institutional changes not identified here. In such cases, ACAOM will provide the specific public disclosure language and requirements.

### Revision History

Date Revised	Summary of Revisions	Approved By
161115	Refreshed and Reformatted.	ACAOM Executive Director
161212	Modified Programmatic Accreditation section, Category 1	ACAOM Executive Director
161220	Modifications requested by ACAOM Executive Director	ACAOM Executive Director
170308	Revisions to 1.0 and 3.1; addition of 3.6; revisions to Public Disclosure	ACAOM Executive Director
170518	Typographical corrections; revisions to 1.16, 2.9 and tables	ACAOM Executive Director
170615	Modifications to 1.11, 1.12 and 2.5 [Institutional]	ACAOM Executive Director
180330	Comprehensive policy revision for clarity, readability and user friendliness; consolidation and reconciliation of institutional and programmatic change notification requirements; addition of 2.6 and revision of 3.5	ACAOM Executive Committee
180615	Nonsubstantive correction of numbering and table layout, edit of 1.02 for consistency	ACAOM Executive Director
180811	Addition of General Terms C. on page 2	ACAOM Commission
181020	Removal of 1.13, with conditions addressed via 1.01-1.02-1.03; revision of 1.12 to clarify teach-out plan	ACAOM Commission