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12. Advisory and Adverse Actions

12.1. Advisory actions

Upon evidence that an accredited program or institution appears to fail to maintain adequate compliance with *CEA Standards* or adhere to *CEA Policies and Procedures*, the Commission will take actions as follows (warning, probation, show cause) to ensure that the accredited site addresses the issue in a timely manner. In any advisory action, the site receives a written notice of the issue and is given an opportunity to respond before the Commission takes further action. The written notice will specify the timeline for the site's response and next Commission action(s).

12.1.1. Special site visit

For any advisory action, a special site visit, announced or unannounced, may be conducted.

12.1.2. Commission review

For any advisory action, the Commission will review the site's response to the action, following procedures stated in the *CEA Policies and Procedures* where relevant, and

a. if the issue is resolved, end the action
    i. with reporting requirements, or
    ii. without reporting requirements.

b. if the issue is not resolved,
    i. continue the current action step, with reporting requirements, or
    ii. proceed to the next action step.

12.2. Warning

A warning action may be taken when there is evidence that an accredited program or institution appears to fail to

1. maintain adequate compliance with *CEA Standards*
2. adhere to *CEA Policies and Procedures* regarding the obligations of a site in accreditation status, including failure to report substantive changes
3. respond by stated deadlines to any requirement issued by the Commission.

Evidence leading to a warning action may include, but is not limited to

1. the result of knowledge received through an anonymous complaint, information from commissioners or CEA staff, or any public means, including the U.S. government
2. the results of investigation of a complaint
3. the results of any investigation initiated by the executive director, as authorized by the Commission
4. the accredited site's inadequate response or failure to respond to reporting requirements issued by the Standards Compliance Committee by stated deadlines
5. inadequate reporting at the time of the interim report
6. other instances of noncompliance or failure to adhere to CEA policies.

A warning action, designated an administrative warning, may be issued by the executive director if an accredited program or institution

1. fails to respond to annual report requirements, including financial reporting, by stated deadlines
2. fails to pay annual sustaining fees by stated deadlines.

Following a warning action and after consideration of the accredited site's response, the Commission will determine whether

1. the issue for which the warning action was taken, including an administrative warning action, is resolved,
2. the issue for which the warning action was taken, including an administrative action, is not resolved and the warning action is continued, or
3. the issue is unresolved and a probation action will be taken.

12.3. Probation

A program or institution placed on probation continues in accredited status. However, probation is a serious status which endangers accreditation. A probation action requires a program or institution to respond by stated deadlines to the Commission's letter outlining the basis of the probation action.

1. During any period of probation, the program or institution loses its voting privileges in the Constituent Council.
2. The probation action is reported to state, federal, and other accrediting agencies, and to the public, per CEA policies stated in Section 16: Public Notification and Disclosure.

Following a probation action and after consideration of the accredited site's response, the Commission will determine whether

1. the issue for which the probation action was taken is resolved, in which case state, federal, and other agencies, and the public are so notified, or
2. the issue for which the probation action was taken, including an administrative action, is not resolved and the probation action is continued,
3. the issue is unresolved and a show cause action will be taken.

12.4. Show cause

A show cause action is the last action before accreditation may be withdrawn. The site continues in probation status and conditions of probation apply. A show cause action requires a program or institution to

1. respond by stated deadlines to the Commission's letter outlining the basis of the show cause action, and
2. explain why, with documentation, the Commission should not withdraw accreditation.

Following a show cause action and after consideration of the accredited site's response, the Commission will determine whether

1. the issue for which the show cause action was taken is resolved, in which case state, federal, and other agencies and the public are so notified,
2. the issue is unresolved, and a withdrawal of accreditation action will be taken, or
3. the issue is not fully resolved, and an extension for good cause is granted.

   An extension for good cause may be granted under the following conditions:

   a. The site has made significant progress and now is in adequate compliance. There are remaining aspects of the reporting requirement that must be monitored and finalized; these aspects are not of a number, depth, or nature to endanger adequate compliance.
   b. A remaining issue is a limited part of a standard, or one part of a standard for a limited number of standards.
   c. The nature of the standard involved requires that the site be given more time to collect and provide additional data or evidence of implementation and effectiveness of a procedure or plan, including those put in place in response to a reporting requirement or substantive change.
   d. The reporting requirement relates to pending Student and Exchange Visitor Program (SEVP) actions which have not been completed by the time of the reporting requirement due date through no fault of the site.
   e. Other conditions for which there is evidence of extenuating circumstances which affect the reporting timeline.

12.5. Adverse action: Withdrawal of accreditation

Withdrawal of accreditation is an adverse action which is the culmination of the site's failure to resolve the issues documented throughout the warning, probation, and show cause process, and when an extension for good cause has not been granted.

Withdrawal of accreditation

1. is reported to state, federal, and other accrediting agencies and to the public, per CEA policies stated in Section 16: Public Notification and Disclosure.
2. is appealable, per CEA policies stated in Section 13: Appeals.
3. is not final until an appeals process, if applicable, has concluded.