

## NWCCU POLICIES | REQUESTS FOR WAIVER

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In furtherance of its mission, and in recognition of evolving ways of designing and delivering higher education, the Northwest Commission on Colleges and Universities (“NWCCU”) may consider an institution’s request for a waiver to an NWCCU Standard for Accreditation, Eligibility Requirement, or Policy (“Waiver Request”). The Waiver Request in writing and signed by the chief executive officer of the institution must be sent to NWCCU by mail, common carrier, or electronically. The Waiver Request must provide a statement of facts supported by evidence that demonstrates the need for a waiver, the outcome desired and expected by implementation of the waiver, corroborative information that student learning and outcomes will not be negatively impacted, and institutional integrity will not be compromised. Institutions making a Waiver Request must be in good standing with respect to program reviews, policies related to federal compliance, financial sustainability, and measures of student learning outcomes. A Waiver Request may be granted by NWCCU for good cause shown.

### PROCESS FOR THE REVIEW OF A WAIVER REQUEST

Upon receipt of a Waiver Request, the NWCCU will initiate the following process of review:

1. Within fourteen (14) calendar days, the NWCCU staff will acknowledge receipt of the Waiver Request.
2. The NWCCU staff shall review the Waiver Request and any additional information furnished by the institution. The NWCCU staff may consider information in addition to matters submitted by the institution, in which case, the institution will be given the opportunity to comment on the same.
3. Within thirty (30) calendar days, the NWCCU President shall decide whether the Waiver Request and supporting evidence demonstrates that the institution has a good-cause need for a waiver of a Standard of Accreditation, Eligibility Requirement, or Policy.
4. If the NWCCU President determines that the institution has not made the requisite good cause showing, the institution will be notified in writing and the matter will be closed. If, however, the NWCCU President determines that the institution has demonstrated good cause to support the Waiver Request, the institution will receive written notice that the matter has been referred to the Board of Commissioners.
5. The Board of Commissioners has discretion to request additional information from the institution. The Board of Commissioners also has discretion to consider information in addition to matters submitted by the institution and the NWCCU staff.
6. Absent extraordinary circumstances, the Board of Commissioners shall complete its review and make a decision on whether there is good cause to support the Waiver Request within one hundred twenty (120) calendar days of the date the matter is referred by the NWCCU staff to the Board of Commissioners.
7. The institution shall receive written notice of the decision of the Board of Commissioners within fourteen (14) calendar days of the date of the decision.

## Timetable for Requests for Waiver

Timeline	Party Responsible	Detail
Within fourteen (14) calendar days	NWCCU Staff	Acknowledge receipt of Waiver Request a
Within thirty (30) calendar days	NWCCU President	Decision on whether Waiver Request demonstrates good cause
Absent extraordinary circumstances, within one hundred twenty (120) calendar days of the date referred to the Board	Board of Commissioners	Decision on whether there is good cause to support the Waiver Request
Within fourteen (14) calendar days of the date of the decision by the Board	Board of Commissioners	Written notice of the Board decision sent to institution

Adopted June 2019