



April 17, 2020

Dawn Huffman
Chair, Academic ELS Department
St. Charles Community College
English Language and Culture Institute
4601 Mid-Rivers Mall Drive HUM 203
Cottleville, MO 63376

Dear Dawn,

At its April 2020 meeting, the Commission on English Language Program Accreditation reviewed the application for initial accreditation of the St. Charles Community College English Language and Culture Institute. I am pleased to inform you that the Commission has granted 5-year initial accreditation to this site. The Certificate of Accreditation signifies this achievement in meeting the *CEA Standards for English Language Programs and Institutions*.

In reviewing a program or institution, the Commission seeks to determine that it provides the student services and programs described in its materials; is student-centered; provides a program that supports its mission; and has the resources, fiscal and human, to assure that students are well served through meeting the *CEA Standards for English Language Programs and Institutions*. The Commission has determined that the St. Charles Community College English Language and Culture Institute meets these requirements and commends the program for its achievement.

In granting five-year accreditation, the Commission may include requirements for future reporting. With this letter, you are receiving the Commission Action Report that includes the reporting requirements by standard and the reasons for the requirements. The program or institution must agree to respond to the requirements for reporting within the time stated in the Commission Action Report.

Public Announcement

Within 30 days following the decision by the Commission, CEA will announce the site's accreditation status through distribution to appropriate federal agencies, state licensing or authorizing agencies, accrediting agencies, the professional community, and the public as required by the U.S. Department of Education. The program will be listed on the CEA website with a link to your website.

CEA encourages you to display your accredited status on your website and in promotional materials as a way to not only promote your program, but also to promote CEA accreditation and the quality it exemplifies. You may announce your accredited status in promotional or informational literature using only the following wording:

The St. Charles Community College English Language and Culture Institute is accredited by the Commission on English Language Program Accreditation for the period April 2020 through April 2025 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Sites accredited by CEA are permitted to use the “Accredited by CEA” logo in promotional materials according to CEA’s guidelines and terms of use in print and electronic materials, included in the electronic accreditation decision packet described below.

CEA will keep complete records of the review in a secure place and will make public only the type of accreditation granted and the length of the term of accreditation. Information provided by the program and related to the accreditation review is considered the property of the program.

Constituent Council

A CEA-accredited program or institution becomes a member of the CEA Constituent Council. Constituent Council Governing Rules are available on the CEA website in the *CEA Policies and Procedures* document. The annual meeting of the Constituent Council takes place annually at a time and place to be announced. Primary contacts must ensure that their accredited programs or institutions:

- a. post the *CEA Standards* in a public place accessible to all students, faculty, staff, and the public, along with information about how complaints may be filed with CEA
- b. maintain compliance with the *CEA Standards*
- c. adhere to Commission policies and procedures
- d. amend and adapt their programs as government rules and regulations change
- e. submit an annual review package and pay annual sustaining fees in a timely manner
- f. submit a report responding to accreditation reporting requirements if applicable
- g. promptly and thoroughly report any modifications that may affect the program’s or institution’s eligibility for accreditation
- h. promptly and thoroughly report substantive changes in mission, educational offerings, structure, policies, or ownership, including any changes that substantially alter the program or institution’s ability to continue to meet any of the *CEA Standards*
- i. take the necessary steps to secure reaccreditation before the end of their current term of accreditation

Annual Reports and the Interim Report

Each year in November, CEA will send you forms for a required annual report. The annual report package has three parts: a form that confirms that the standards continue to be met, a form for sustaining fee calculation and payment, and an end of year financial report. Annual sustaining fees are based on student weeks calculated for the calendar year prior to the time the annual report is due. These reports and fees are due in February of each calendar year of accredited status.

Substantive Change

All accredited programs and institutions must promptly notify CEA in writing of any proposed substantive change in the program or institution since the most recent CEA accreditation review. This advance notice must be made prior to the change being implemented and must be reported using the Reporting Substantive Change Form, which is included with the electronic documents sent to the site's primary contact and is also sent each year with the annual report package. The substantive change report should include a thorough explanation of any proposed change and a list of affected standards with an explanation of how they will continue to be met following the change. The proposed change must be approved by the Commission prior to the change being included in the grant of accreditation.

When a change is under consideration, first consult CEA staff to determine whether it is a substantive or minor change, whether a substantive change report must be filed, and to assess how the change will affect the program or institution in terms of meeting the CEA Standards.

Sustaining Fees

At the time of initial accreditation, programs pay a partial year sustaining fee. This fee is due within one month of your receipt of this letter. Instructions for completing student-week calculation worksheets and submitting a request for an invoice will be sent electronically to the primary contact on file.

Again, congratulations on your achievement. Accreditation is an intensive process of self-evaluation and review, and CEA recognizes your accomplishment.

Please contact Heidi Vellenga, Executive Director, at the CEA office if you have questions.

Sincerely,



Susan Carkin, PhD
Chair, 2020

Public documents available for download from the CEA website:

CEA Standards for English Language Programs and Institutions
CEA Policies and Procedures

Additional accreditation packet documents will be sent by email to the site's primary contact:

Commission Action Report (electronic version)
2020 CEA Guidelines for Responding to Reporting Requirements
2020 CEA Substantive Change Reporting Guidelines
2020 CEA Logo Guidelines of Use
CEA Logos (web format)
CEA Constituent Council Governing Rules 2020
CEA Filing a Complaint against an Accredited Program

Please contact the CEA office if you need the accreditation decision packet documents sent again.