



May 28, 2010

Kathleen Moore
Associate Vice President, Academic Affairs
University of South Florida
4202 E. Fowler Avenue, SVC 1072
Tampa, FL 33620-6300

Dear Dr. Moore:

CEA acknowledges receipt of your May 24, 2010, letter giving notice of Appeal of Withdrawal of Accreditation. Our response follows.

1. According to CEA policy on substantive change, a change of control or ownership, including a change in the relationship of departments within a host institution, must be reported to CEA prior to the change taking place. This policy meets USDE regulations for recognized accrediting agencies.
 - a. The March 29, 2010, letter from Dr. Glen Besterfield and Dr. Kate Wolfe-Quintero to CEA indicated that "The University of South Florida entered into an agreement with INTO University Partnerships on January 17, 2010 to jointly administer INTO USF.....The ELI will continue to operate, under INTO USF, with the ELI non-credit intensive English program being renamed the Academic English program within INTO USF. " A new organizational chart was submitted with the letter. Thus, a change of control or ownership, including a change in reporting lines, was reported to CEA.
 - b. The University Services Agreement, which outlines the agreement between the USF Board and INTO, makes it clear that there is now a 50/50 relationship between USF and INTO USF, Inc. for the administration of two English programs—Academic English and General English, neither of which has been accredited by CEA. This agreement confirms a change of control over the English courses and other services previously under the control of the English Language Institute.

- c. The CEA Executive Office had the right to withdraw accreditation, according to CEA policy, for failure of the English Language Institute to submit a substantive change report prior to the change taking place. Submission of a full report would have prompted CEA to forward an application for Continuance of Accreditation Following Change of Control or Ownership to you at that time.
2. In good faith and in order to provide due process to INTO USF, CEA agrees to withdraw the action stated in the April 12, 2010 letter, which withdrew accreditation from the English Language Institute and to forward the matter to the Commission.
 - a. The English Language Institute will be listed on the CEA web site as accredited.
 - b. Due to the reinstatement of the English Language Institute to accredited status, there is no appealable action.
3. The receipt and content of the letter of March 29, 2010, indicating a substantive change in the English Language Program, prompts the following action.

CEA currently has received no assurance that the English Language Institute exists in the same form under which it was accredited or that the *CEA Standards for English Language Programs and Institutions* continue to be met in all respects. In addition, without further reporting from USF, CEA has no assurance that the newly named Academic Program meets the standards that were met by the English Language Institute.

The decision regarding the former English Language Institute will be forwarded to the CEA Commission. The Commission will decide whether there has been a change in control of the former English Language Institute and whether standards continue to be met in all respects by the existing program.

In order for the Commission to make its decision, CEA needs to receive the following by July 15, 2010 for review by the Commission at its August 5-7 meeting:

- a. A copy of the INTO USF Services Agreement for the Commission to review (Received)
- b. A current and accurate organizational chart showing lines of reporting within INTO USF.
- c. Documentary evidence that the program continues to exist as reported in entirety in the self-study submitted by the English Language Institute in July 2007 and upon


which accreditation was based, or documentary evidence of any standards-related changes that have taken place since the submission of the self-study and the grant of accreditation in May 2008, including but not limited to changes in administration, finances, hiring and evaluation procedures of faculty and staff, student services, recruiting practices, and any changes to the curriculum, assessment, and the length and structure of the program.

According to CEA's substantive change policy, upon reviewing your report, CEA retains the right to investigate and require additional documentation or an on-site visit prior to continuing accreditation for any English language program offered by INTO USF.

In addition, CEA is awaiting guidance from the staff at the U.S. Department of Education, Office of Postsecondary Education, regarding the University Services Agreement. Such guidance will also be forwarded to the Commission for consideration of whether an English program offered within INTO USF falls within the scope of CEA accreditation.

The process outlined above will protect all interests and lead to the collegial outcome that everyone at the April 13, 2010, meeting appeared to support.

Sincerely,

A handwritten signature in cursive script that reads "Teresa D. O'Donnell".

Teresa D. O'Donnell
Executive Director

Cc: Debbie Sandstrom, CEA Chair
University of Illinois, Chicago