

# What is the workflow for distance education approvals?

New IPDEs and renewal IPDEs

# When does an institution submit an IPDE?

- Prior to offering a distance education program for the first time

OR

- Regular renewal cycle (with an approved IPDE on file)
  - Aligned with Accrediting Agency Reaffirmation cycle • no later than one year after receiving final disposition of the institution's comprehensive renewal of accreditation report from their institutional accreditor
  - Or no later than ten years after the approval of their last IPDE to the Coordinating Board

# IPDE Submission

## SUBMIT

IPDE application entered by institutional representative

## CHECK

THECB staff reviews application for completeness and distance education accreditation standards met (institution may be asked to provide clarity)

## REVIEW

IPDE application sent to LTAC subcommittee for reviewer assignment

# IPDE Review

INFORMAL  
FEEDBACK

- LTAC Subcommittee & THECB staff communicate with institution for clarity and additional information as needed

FORMAL REVIEW

- LTAC Reviewers determine if PGP standards have been met and provide comments for action needed as necessary

SUBCOMMITTEE  
MOTION

- LTAC Subcommittee makes recommendation to full LTAC at Quarterly Meeting

LTAC  
RECOMMENDATION

- LTAC votes on recommendation to Commissioner at Quarterly Meeting

# IPDE Final Decision

