



NORTHWEST ASSOCIATION OF SCHOOLS AND OF COLLEGES AND UNIVERSITIES  
**COMMISSION ON COLLEGES AND UNIVERSITIES**

April 28, 2003

Dr. Lee L. Huntsman  
Interim President  
University of Washington  
Box 351230  
Seattle, WA 98195

Dear President <sup>Lee</sup> Huntsman:

This is to acknowledge receipt of Dr. Steven Olswang's April 22, 2003, correspondence requesting that Substantive Change Level II Oversight Authorization be granted to the University of Washington. An analysis of the material you submitted has now been completed and I am pleased to inform you that your request for Substantive Change Level II Oversight Authorization has been approved.

In accepting Level II Oversight responsibility, you are assuring the Commission on Colleges and Universities that appropriate mechanisms and safeguards are in place to address substantive change within the institution. You are also assuring the Commission that you will maintain appropriate policies, procedures, practices and documentation regarding all qualifying changes that are undertaken by the institution under this authorization.

It is important to note that under Commission Policy A-2, *Substantive Change*, revised 2002, Level II Oversight Authorization is limited to certain types of changes as determined by the Commission. Please note that all major substantive changes continue to require that a prospectus be prepared and submitted to the Commission for prior approval. Prior to implementing *any* change, institutions with Level II Oversight Authorization are required to notify the Commission in writing of the proposed change and to certify that all required documentation for the change is available to the Commission for review. The Commission will review the notification and make a judgment regarding the nature of the proposed change. If the change is determined to be either *no change* or a *minor substantive change* and is appropriate for Level II Oversight, the institution will be notified to proceed with the change. The change will then be included under the existing accreditation of the institution.

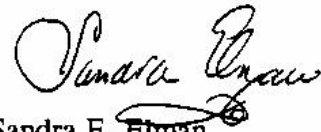
The Commission may at any time conduct a review of the institution's documentation and procedures regarding Level II Oversight. In particular, institutions granted Level II Oversight Authorization will undergo a careful review of institutional changes during the regular fifth-year interim and comprehensive decennial evaluation visits. If a review of the institution's documentation or procedures finds inadequate or inconsistent compliance regarding the responsibility of Level II Oversight, the institution will be required to respond to that finding in writing. If the Commission does not accept the institution's response, Level II Oversight Authorization will be revoked, restoring the institution to Level I Oversight status for all future substantive changes within the institution.

8060 165<sup>th</sup> Avenue NE, Suite 100, Redmond, Washington 98052  
Telephone (425) 558-4224 Fax (425) 376-0596  
[www.nwccu.org](http://www.nwccu.org)

Dr. Lee Huntsman  
April 28, 2003.  
Page 2

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Sandra E. Elman". The signature is written in black ink and is positioned above the printed name and title.

Sandra E. Elman  
Executive Director

SEE:rb

cc: Dr. Steve Olswang, Vice Provost  
Dr. Cheryl Cameron, Associate Vice Provost ✓  
Dr. David B. Thorud, Associate Vice Provost