



**Commission on Colleges**  
**Southern Association of Colleges and Schools**

## **COMPLIANCE CERTIFICATION**

**Name of Institution: POLK STATE COLLEGE**

**Date of Submission: March 10, 2010**

In order to be accredited by the Commission on Colleges, an institution is required to conduct a comprehensive compliance audit prior to the filing of the Compliance Certification. The comprehensive compliance audit includes an assessment of all programs and courses offered by the institution on-campus and off-campus, and those offered through distance learning. The Compliance Certification, signed by the institution's chief executive officer and accreditation liaison, attests to the institution's honest assessment of compliance with the accreditation requirements of the Commission on Colleges (including Core Requirements, Comprehensive Standards, and Federal Requirements) as applied to all aspects of the institution.

### **Completion of the Compliance Certification**

The Compliance Certification consists of four parts:

- Part 1** Signature Page for the institution's chief executive officer and the accreditation liaison
- Part 2** List of all substantive changes that have been reported and approved by the Commission since the institution's last reaffirmation as well as the date of approval
- Part 3** The institution's assessment of compliance with the *Principles of Accreditation*
- Part 4** An attached and updated "Institutional Summary Form Prepared for Commission Reviews" that (a) lists all locations where coursework toward a degree, certificate, or diploma can be obtained primarily through traditional classroom instruction and (b) describes distance education credit offerings that can be obtained primarily through electronic means.

For each Part, please follow the directions provided. For Part 2 above, if there have been no institutional changes that required reporting or approval since the institution's last comprehensive review, please indicate it as well.

## **Part 1. SIGNATURES ATTESTING TO COMPLIANCE**

By signing below, we attest to the following:

1. That Polk State College has conducted an honest assessment of compliance and has provided complete and accurate disclosure of timely information regarding compliance with the Core Requirements, Comprehensive Standards, and Federal Requirements of the Commission on Colleges.
2. That Polk State College has attached a complete and accurate listing of all programs offered by the institution, the locations where they are offered, and the means by which they are offered as indicated on the updated "Institutional Summary Form Prepared for Commission Reviews," and that the comprehensive assessment of compliance reported on the Compliance Certification includes the review of all such programs.
3. That Polk State College has provided a complete and accurate listing of all substantive changes that have been reported and approved by the Commission since the institution's last reaffirmation as well as the date of Commission approval.

### **Accreditation Liaison**

**Peter A. Usinger**  
**Director of Institutional Research, Effectiveness, and Planning**

**Signature** \_\_\_\_\_

**Date: March 8, 2010**

### **Chief Executive Officer**

**Dr. Eileen Holden**  
**President**

**Signature** \_\_\_\_\_

**Date: March 8, 2010**

## **Part 2. LIST OF SUBSTANTIVE CHANGES APPROVED SINCE THE LAST REAFFIRMATION**

**Directions:** For each substantive change approved since the institution's initial accreditation or last reaffirmation review, briefly describe the change and provide the date of Commission approval. If no substantive changes requiring approval have been submitted since the last comprehensive review, write "none" in the first column. If, in the review of substantive change, the institution discovers substantive changes that have not been reported according to Commission policy, the changes should be reported *immediately* to Commission staff.

Substantive changes requiring approval:

- Initiating certificate or degree programs at a more advanced degree level
- Initiating an off-campus site at which students can earn at least 50 percent of credits toward a degree
- Initiating a branch campus
- Initiating any change in legal status, governance, form of control, or ownership of the institution
- Expanding the institution's programs at the current degree level through the addition of significantly different programs
- Initiating programs at a lower degree level
- Initiating a consolidation or merger

Access <http://www.sacscoc.org> and click onto "Policies" for additional information on reporting substantive change, including examples of the changes listed above.

Approval Date	Description of Substantive Change
July 13, 2009	Initiating a degree program at a more advanced level (Bachelors of Applied Science Degree in Supervision and Management).
August 25, 2009	Expanding course offerings, leading to 50% or more of credits towards degrees offered at an off-campus site, the PSC Airside Center.
August 25, 2009	Expanding course offerings, leading to 50% or more of credits towards degrees offered at an off-campus site, the JD Alexander Center.

### Part 3. INSTITUTIONAL ASSESSMENT OF COMPLIANCE

**Directions:** For each of the Core Requirements, Comprehensive Standards, and Federal Requirements listed below, the institution should place an “X” before the judgment of compliance and then add narrative in support of its judgment in accordance with directions requested in the category description.

\_\_\_ Compliance The institution meets the requirement and provides a convincing argument in support of its determination and provides documents or a sampling of documents (or electronic access to the documents) demonstrating compliance.

\_\_\_ Partial Compliance The institution meets some, but not all, aspects of the requirement. For those aspects meeting the requirement, the institution provides a convincing argument in support of its determination and provides a list of documents or sampling of documents (or electronic access to the documents) demonstrating compliance. For those aspects not meeting the requirement, the institution provides the reason for checking partial compliance, a description of plans to comply, and a list of documents that will be used to demonstrate future compliance.

\_\_\_ Non-Compliance The institution does not meet the requirement and provides the reason for checking non-compliance, a description of plans to comply, and a list of documents that will be used to demonstrate future compliance.

## Section 1: THE PRINCIPLE OF INTEGRITY

**1.1** The institution operates with integrity in all matters. **(Integrity)**  
*(This statement should **not** be addressed by the institution in its Compliance Certification.)*

## Section 2: CORE REQUIREMENTS

2.1	The institution has degree-granting authority from the appropriate government agency or agencies. <b>(Degree-granting Authority)</b>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance	
<b>Narrative: Provided in separate document.</b>	
2.2	The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution. A military institution authorized and operated by the federal government to award degrees has a public board on which both the presiding officer and a majority of the other members are neither civilian employees of the military nor active/retired military. The board has broad and significant influence upon the institution's programs and operations, plays an active role in policy-making, and ensures that the financial resources of the institution are used to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from the board except as specified by the authorizing legislation. Both the presiding officer of the board and a majority of other voting board members are free of any contractual, employment, or personal or familial financial interest in the institution. <b>(Governing Board)</b>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance	
<b>Narrative: Provided in separate document.</b>	
2.3	The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. (See <i>Commission policy "Core Requirement 2.3: Documenting an Alternate Approach."</i> ) <b>(Chief Executive Officer)</b>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance	
<b>Narrative: Provided in separate document.</b>	
2.4	The institution has a clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service. <b>(Institutional Mission)</b>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance	
<b>Narrative: Provided in separate document.</b>	
2.5	The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. <b>(Institutional Effectiveness)</b>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Partial Compliance <input type="checkbox"/> Non-Compliance	
<b>Narrative: Provided in separate document.</b>	

**2.6** The institution is in operation and has students enrolled in degree programs. **(Continuous Operation)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.7** The institution

**2.7.1** offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification for all degrees that include fewer than the required number of semester credit hours or its equivalent unit. **(Program Length)**

**2.7.2** offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. **(Program Content)**

**2.7.3** requires in each undergraduate degree program the successful completion of a general education component at the collegiate level that is (1) a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification if it allows for fewer than the required number of semester credit hours or its equivalent unit of general education courses. **(General Education)**

**2.7.4** provides instruction for all course work required for at least one degree program at each level at which it awards degrees. If the institution does not provide instruction for all such course work and (1) makes arrangements for some instruction to be provided by other accredited institutions or entities through contracts or consortia or (2) uses some other alternative approach to meeting this requirement, the alternative approach must be approved by the Commission on Colleges. In both cases, the institution demonstrates that it controls all aspects of its educational program. *(See Commission policy "Core Requirement 2.7.4: Documenting an Alternate Approach.")* **(Course work for Degrees)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.8** The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of its academic programs. **(Faculty)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.9** The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs. **(Learning Resources and Services)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.10** The institution provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students. **(Student Support Services)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.11.1** The institution has a sound financial base and demonstrated financial stability to support the mission of the institution and the scope of its programs and services.

The member institution provides the following financial statements: (1) an institutional audit (or *Standard Review Report* issued in accordance with *Statements on Standards for Accounting and Review Services issued by the AICPA* for those institutions audited as part of a systemwide or statewide audit) and written institutional management letter for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or *Standard Review Report*) guide; (2) a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year; and (3) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board.

Audit requirements for applicant institutions may be found in the Commission policy entitled "Accreditation Procedures for Applicant Institutions. **(Financial Resources)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.11.2** The institution has adequate physical resources to support the mission of the institution and the scope of its programs and services. **(Physical Resources)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**2.12** The institution has developed an acceptable Quality Enhancement Plan (QEP) that (1) includes a broad-based institutional process identifying key issues emerging from institutional assessment, (2) focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution, (3) demonstrates institutional capability for the initiation, implementation, and completion of the QEP, (4) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP, and (5) identifies goals and a plan to assess their achievement. **(Quality Enhancement Plan)**. *(Not applicable for the Compliance Certification submitted by institutions.*

# Section 3: COMPREHENSIVE STANDARDS

## Institutional Mission, Governance, and Effectiveness

### 3.1 Institutional Mission

**3.1.1** The mission statement is current and comprehensive, accurately guides the institution's operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution's constituencies. **(Mission)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.2 Governance and Administration

**3.2.1** The governing board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer. **(CEO evaluation/selection)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.2.2** The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure: **(Governing board control)**

**3.2.2.1** the institution's mission;

**3.2.2.2** the fiscal stability of the institution;

**3.2.2.3** institutional policy, including policies concerning related and affiliated corporate entities and all auxiliary services;

**3.2.2.4** related foundations (athletic, research, etc.) and other corporate entities whose primary purpose is to support the institution and/or its programs.

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.2.3** The board has a policy addressing conflict of interest for its members. **(Board conflict of interest)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.2.4** The governing board is free from undue influence from political, religious, or other external bodies, and protects the institution from such influence. **(External influence)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**



<p><b>3.2.5</b> The governing board has a policy whereby members can be dismissed only for appropriate reasons and by a fair process. <b>(Board dismissal)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.6</b> There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. <b>(Board/administration distinction)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.7</b> The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. <b>(Organizational structure)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.8</b> The institution has qualified administrative and academic officers with the experience, competence, and capacity to lead the institution. <b>(Qualified administrative/academic officers)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.9</b> The institution defines and publishes policies regarding appointment and employment of faculty and staff. <b>(Faculty/staff appointment)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.10</b> The institution evaluates the effectiveness of its administrators on a periodic basis. <b>(Administrative staff evaluations)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>
<p><b>3.2.11</b> The institution's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program. <b>(Control of intercollegiate athletics)</b></p> <p><input checked="" type="checkbox"/> Compliance      <input type="checkbox"/> Partial Compliance      <input type="checkbox"/> Non-Compliance</p> <p><b>Narrative: Provided in separate document.</b></p>

**3.2.12** The institution's chief executive officer controls the institution's fund-raising activities exclusive of institution-related foundations that are independent and separately incorporated. **(Fund-raising activities)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.2.13** Any institution-related foundation not controlled by the institution has a contractual or other formal agreement that (1) accurately describes the relationship between the institution and the foundation and (2) describes any liability associated with that relationship. In all cases, the institution ensures that the relationship is consistent with its mission. **(Institution-related foundations)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.2.14** The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. These policies apply to students, faculty, and staff. **(Intellectual property rights)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.3 Institutional Effectiveness

**3.3.1** The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: **(Institutional effectiveness)**

3.3.1.1 educational programs, to include student learning outcomes

3.3.1.2 administrative support services

3.3.1.3 educational support services

3.3.1.4 research within its educational mission, if appropriate

3.3.1.5 community/public service within its educational mission, if appropriate

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

# PROGRAMS

## 3.4 Educational Programs: For All Educational Programs

*(Includes all on-campus, off-campus, and distance learning programs)*

*(See Commission policy "Distance Education.")*

**3.4.1** The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. **(Academic program approval)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.2** The institution's continuing education, outreach, and service programs are consistent with the institution's mission. **(Continuing education/service programs)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.3** The institution publishes admissions policies consistent with its mission. **(Admissions policies)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.4** The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript. *(See Commission policy "The Transfer or Transcribing of Academic Credit.")* **Acceptance of academic credit)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.5** The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution. **(Academic policies)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.6** The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. **(Practices for awarding credit)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.7** The institution ensures the quality of educational programs/courses offered through consortia relationships or contractual agreements, ensures ongoing compliance with the comprehensive requirements, and evaluates the consortial relationship and/or agreement against the purpose of the institution. **(Consortia relationships/contractual agreements)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.8** The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience. **(Noncredit to credit)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.9** The institution provides appropriate academic support services. **(Academic support services)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.10** The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. **(Responsibility for curriculum)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.11** For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. **(Academic program coordination)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.4.12** The institution's use of technology enhances student learning and is appropriate for meeting the objectives of its programs. Students have access to and training in the use of technology. **(Technology use)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.5 Educational Programs: *Undergraduate Programs*

**3.5.1** The institution identifies college-level general education competencies and the extent to which graduates have attained them. **(College-level competencies)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.5.2** At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. In the case of undergraduate degree programs offered through joint, cooperative, or consortia arrangements, the student earns 25 percent of the credits required for the degree through instruction offered by the participating institutions. *(See Commission policy "The Transfer or Transcribing of Academic Credit.")* **(Institutional credits for a degree)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.5.3** The institution defines and publishes requirements for its undergraduate programs, including its general education components. These requirements conform to commonly accepted standards and practices for degree programs. **(Undergraduate program requirements)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.5.4** At least 25 percent of the discipline hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree. **(Terminal degrees of faculty)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.6 Educational Programs: *Graduate and Post-Baccalaureate Professional Programs*

**3.6.1** The institution's post-baccalaureate professional degree programs, master's and doctoral degree programs, are progressively more advanced in academic content than its undergraduate programs. **(Post-baccalaureate program rigor)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.6.2** The institution structures its graduate curricula (1) to include knowledge of the literature of the discipline and (2) to ensure ongoing student engagement in research and/or appropriate professional practice and training experiences. **(Graduate curriculum)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.6.3** The majority of credits toward a graduate or a post-baccalaureate professional degree are earned through instruction offered by the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits through instruction offered by the participating institutions. *(See Commission policy "The Transfer or Transcribing of Academic Credit.")* **(Institutional credits for a degree)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.6.4** The institution defines and publishes requirements for its graduate and post-baccalaureate professional programs. These requirements conform to commonly accepted standards and practices for degree programs. **(Post-baccalaureate program requirements)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.7 Faculty

**3.7.1** The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. *(See Commission guidelines "Faculty Credentials.")* **(Faculty competence)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.7.2** The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. **(Faculty evaluation)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.7.3** The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners. **(Faculty development)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.7.4** The institution ensures adequate procedures for safeguarding and protecting academic freedom. **(Academic freedom)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.7.5** The institution publishes policies on the responsibility and authority of faculty in academic and governance matters. **(Faculty role in governance)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.8 Library and Other Learning Resources

**3.8.1** The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. **(Learning/information resources)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.8.2** The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. **(Instruction of library use)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.8.3** The institution provides a sufficient number of qualified staff—with appropriate education or experiences in library and/or other learning/information resources—to accomplish the mission of the institution. **(Qualified staff)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**



### 3.9 Student Affairs and Services

**3.9.1** The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community. **(Student rights)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.9.2** The institution protects the security, confidentiality, and integrity of its student records and maintains special security measures to protect and back up data. **(Student records)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.9.3** The institution employs qualified personnel to ensure the quality and effectiveness of its student affairs programs. **(Qualified staff)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

# RESOURCES

## 3.10 Financial and Physical Resources

**3.10.1** The institution's recent financial history demonstrates financial stability. **(Financial stability)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.10.2** The institution provides financial profile information on an annual basis and other measures of financial health as requested by the Commission. All information is presented accurately and appropriately and represents the total operation of the institution. **(Submission of financial statements)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.10.3** The institution audits financial aid programs as required by federal and state regulations. **(Financial aid audits)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.10.4** The institution exercises appropriate control over all its financial resources. **(Control of finances)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.10.5** The institution maintains financial control over externally funded or sponsored research and programs. **(Control of sponsored research/external funds)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

### 3.11 Physical Resources

**3.11.1** The institution exercises appropriate control over all its physical resources. **(Control of physical resources)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.11.2** The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community. **(Institutional environment)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.11.3** The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. **(Physical facilities)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

## INSTITUTIONAL RESPONSIBILITY FOR COMMISSION POLICIES

**3.12** The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes. (See *Commission policy "Substantive Change for Accredited Institutions."*) **(Substantive change)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**3.13** The institution complies with the policies of the Commission on Colleges. **(Policy compliance)**  
(This statement should not be addressed by the institution in its Compliance Certification.)

**3.14** A member or candidate institution represents its accredited status accurately and publishes the name, address, and telephone number of the Commission in accordance with Commission requirements and federal policy. **(Publication of accreditation status)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

## Section: 4 FEDERAL REQUIREMENTS

**4.1** The institution evaluates success with respect to student achievement including, as appropriate, consideration of course completion, state licensing examinations, and job placement rates. **(Student achievement)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.2** The institution's curriculum is directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates, or degrees awarded. **(Program curriculum)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.3** The institution makes available to students and the public current academic calendars, grading policies, and refund policies. **(Publication of policies)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.4** Program length is appropriate for each of the institution's educational programs. **(Program length)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.5** The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. *(See also Commission policy A Complaints Procedures for the Commission or its Accredited Institutions. @)* **(Student complaints)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.6** Recruitment materials and presentations accurately represent the institution's practices and policies. **(Recruitment materials)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**

**4.7** The institution is in compliance with its program responsibilities under Title IV of the 1998 Higher Education Amendments. *(In reviewing the institution's compliance with these program responsibilities, the Commission relies on documentation forwarded to it by the U.S. Secretary of Education.)* **(Title IV program responsibilities)**

Compliance       Partial Compliance       Non-Compliance

**Narrative: Provided in separate document.**