

Part 201 Chapter 5: Procedures (P)

Introduction. For purposes of this section, MCCA-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education accrediting commission.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended).*

Rule 5.1. All institutions seeking authorization

Rule 5.1.1 Submit a written request for an application via regular mail along with a non-refundable fee of \$100.

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211

Rule 5.1.2 If not already incorporated or qualified to do business in the State of Mississippi, an institution shall apply to the Secretary of State for Articles of Incorporation or, in the case of a non-domesticated corporation, a Certificate of Authority; and submit to the commission a copy of such Articles or Certificate along with the application for authorization.

Mississippi Secretary of State
P. O. Box 136
Jackson, Mississippi 39205-0136
601.359.1633 or 800.256.3494

Any institution issued a charter of incorporation or certificate of authority by the Secretary of State shall not be authorized to grant diplomas of graduation or degrees until such time as the institution has been granted conditional, provisional or full authorization by the commission.

Rule 5.1.3 Submit the completed application along with a non-refundable application fee of \$3,000 to the Commission on College Accreditation at least four months before the annual meeting. The commission considers complete applications at its annual meeting, which occurs in May or June.

Rule 5.1.4 The chair of the commission and a commission-appointed evaluation team may visit the institution, at the expense of the applicant institution, at a pre-arranged time; may confer with administration officers, faculty, students, and other individuals; and may make such an examination as is necessary to give an accurate reflection of the institution's status.

Rule 5.1.5 The commission will review the application submitted by the institution and, if applicable, the report of the evaluation team, and will make a

determination as to whether the institution shall be granted conditional, provisional or full authorization.

Rule 5.1.6 If granted conditional or provisional authorization, the authorization shall be effective for a maximum period of one year from the date of issuance and may be extended for not more than three (3) years, provided that a good faith effort has been made by the institution each year to meet minimum standards and provisions of the commission.

Rule 5.1.7 Each conditional, provisional, or full authorization granted by the commission shall state specifically what courses or degree programs the institution is authorized to offer, at which location(s), to what specific market (if applicable), and the period for which the authorization is granted.

Rule 5.1.7.1 Fully authorized institutions must submit status reports to the commission upon request by the commission.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.2. Institutions seeking to extend provisional authorization

Rule 5.2.1 Each institution with provisional or conditional authorization must submit, at minimum, an annual progress report to the commission no later than April 1 on forms provided by the commission. The commission may request more frequent progress reports. Copies of all reports submitted by the institution to any commission-recognized accrediting agencies along with copies of any correspondence received from an accrediting agency regarding formal action taken by that agency must be included and attached to the annual progress report. Other documents, including site visit reports and documents commonly included as part of the accreditation process, must be made available by the institution upon request by the commission.

Rule 5.2.2 The commission may direct the chair and evaluation team to visit the applicant institution, at the expense of the applicant institution.

Rule 5.2.3 The commission shall consider the reports submitted by the institution and the report of the evaluation team.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.3. Institutions seeking to expand education programs and degrees

Rule 5.3.1 An institution with provisional authorization which seeks to expand its education programs and degrees to be conferred must submit an

amendment to its original application or annual progress report giving full documentation. Documentation shall include an outline of the curriculum to be offered for the degree, the qualifications of the faculty to be involved in the program of study, the anticipated enrollment, the financial support for this proposed program, the library resources in support of the proposed program, and the relation of this proposed program to the purpose of the institution.

Rule 5.3.2 An institution that holds full authorization, which seeks to expand its education programs and degrees to be conferred, must submit written notification to the commission of its intent to apply to the appropriate commission-recognized accrediting agency for program/degree expansion. The commission will provide a letter to the accrediting agency certifying the status of the institution with the commission. The institution shall notify the commission of the final action taken by the accrediting agency regarding the institution's request.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.4 All institutions making other substantive changes

Rule 5.4.1 The institution must inform the commission immediately of any changes in the following areas: ownership, institution name, agents, faculty, programs of study, evaluation methods, job placement service, administrators, financial stability, the loss of financial aid program eligibility.

The commission may request a report that includes a detailed description regarding how the change(s) will affect the institution's compliance with commission standards, regulations, procedures, and policies.

The institution must submit to the commission copies of any reports or correspondence submitted by the institution to any commission-recognized accrediting agencies, along with copies of any correspondence received from the accrediting agencies regarding formal action taken by that agencies.

Rule 5.4.2 Commission authorization is not transferable. In the event of a change in ownership of an institution, the new owner must apply for state authorization within thirty (30) days after the change of ownership has occurred

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.5 All institutions that discontinue operations: Upon discontinuance of operation of a state authorized institution, the chief executive officer or other responsible officer must

provide to the commission within sixty (60) days: proof of official closing date; last date of instruction (final class date); proof of reason for the closure; proof of method developed to assist students with the completion of their program of study and individual courses (teach-out/transfers); proof of notice sent to all currently enrolled students, notifying them of the closure; proof of notice given to students indicating where they may obtain any of their records; proof of disposition of student records, with a contact person, complete address, and telephone number and instructions on how any student records may be obtained and any fees involved; proof of notice sent to all students who have paid for any tuition and/or fees for future enrollment in a program of study or individual course informing them of the closure, and refund information.

Rule 5.5.1 The chief executive officer or other responsible official shall have the duty to convey all student records, including financial aid disposition, to a safe place for storage (preferably electronic storage) and shall notify the commission of the storage address and telephone number, any changes in storage location, and applicable fees to obtain such records.

Rule 5.5.2 The records of students shall be available for reproduction as requested by students.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.6. Institutions in violation of standards, regulations, policies and procedures

Rule 5.6.1 Authorization may be refused, revoked, or suspended for proof of violation of the standards, regulations, policies, and procedures.

Rule 5.6.2 The commission shall take whatever action against colleges and universities it deems appropriate for violation of standards, regulations, policies, and procedures by the institutions. Such action may include, but not be limited to, deleting the name of the institution from the approved list; listing of the refusal, revocation or suspension of authorization of the particular institution; the seeking of injunctive relief against the operation of the institution; and the initiation of any other sanctions provided by law.

Rule 5.6.3 Prior to the denial or withdrawal of any authorization, the commission shall serve notice thereof on the applicant by registered mail to the institution's last known address, together with a statement of the reasons for its actions.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.7. Formation of commission-appointed evaluation teams

Rule 5.7.1 A commission-appointed evaluation team may make an initial visit to an applicant institution and shall visit the institution along with any

Commission-recognized accrediting agency during each of its site visits to the institution. Evaluation team visits shall be at the expense of the institution.

Rule 5.7.2 The size of the commission-appointed evaluation team shall be determined in relation to the nature, size and complexity of the institution being visited.

Rule 5.7.3 Each commission-appointed evaluation team shall be accompanied by the chair of the Commission or his/her designee who shall serve as the chair of the evaluation team.

Rule 5.7.4 All travel costs and expenses related to scheduled visits shall be paid by the institution.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.

Rule 5.8 Appeal of a commission decision

Rule 5.8.1 An institution must notify the commission in writing within two (2) weeks after receiving notice of denial or withdrawal of any authorization that it wishes a hearing to appeal the decision. The institution must also notify the commission at that time if it plans to have legal counsel present at the hearing.

Rule 5.8.2 The commission must schedule a hearing within sixty (60) days after receipt of notification from an institution that it seeks an appeal.

Rule 5.8.3 The commission will notify the institution of its decision following the hearing.

Source: *Miss. Code Ann. § 37-101-241 (1972, as amended)*.