

## Accreditation Reporting (General)

**Report due to IHL:** August 31<sup>st</sup> (or first workday after the 31<sup>st</sup> when it falls on a weekend)

**Template:** Accreditation Reporting Form (Appendix 3)

**File Types to Submit to IHL:** PDF format with signatures

**Corresponding Board Policies:** 507 and 508 subsection 2

Board Policy 507 requires institutions to maintain regional accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and to actively seek accreditation for all programs for which professional accreditation is available.

### It is expected that the institutions:

- Will submit to the Commissioner of Higher Education a copy of any letter received from an accrediting body stating formal action taken by the body;
- Will make available to the Commissioner of Higher Education any documents including site visit reports and other documents commonly included as part of the accreditation process;
- Will submit to the Commissioner of Higher Education a copy of the Compliance Certification Report and Quality Enhancement Plan submitted in connection with SACSCOC accreditation review (electronically if available);
- Will notify the Commissioner of Higher Education of all site visits by accreditation agencies;
- Will make a copy of any specialized accrediting agency self-study documents at the request of the Commissioner of Higher Education or Board; and
- Will give the Commissioner of Higher Education or designee an opportunity to meet with the accreditation committee and/or participate in the exit conference at the request of the accrediting agency.

Additionally, institutions are to report annually to the Office of Academic and Student Affairs all accreditation visits or change in any accreditation status between July 1<sup>st</sup> and June 30<sup>th</sup>.

### *Process*

1. An institution shall submit an electronic, signed PDF copy of the *Accreditation Reporting Form* to the Office of Academic and Student Affairs by August 31<sup>st</sup>.
2. The information will be placed on the September agenda of the Chief Academic Officer's Council meeting.
3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.
4. The Institutional Accreditation Report will be presented to the Board of Trustees on the Information Agenda at the October meeting.