

## THE FIFTH-YEAR INTERIM REPORT PROCESS: AN OVERVIEW

The Fifth-Year Interim Report was developed to respond to the U.S. Department of Education’s requirements (1) that accrediting bodies continuously monitor institutions to ensure compliance and (2) that accrediting bodies have a mechanism for reviewing multiple sites initiated since last reaffirmation.

### Components of the Report

- Completion of the Report
  - I. Signature Attesting to Integrity
  - II. Institutional Summary Form
  - III. Fifth-Year Compliance Certification
  - IV. Fifth-Year Follow Up Report (as requested by the Board of Trustees)
  - V. QEP Impact Report
- Review of off-campus instructional sites initiated since last reaffirmation but not reviewed by a committee.

### Part III: Fifth-Year Compliance Certification

#### Standards Reviewed:

1.	5.4	Qualified administrative/academic officers
2.	<b>CR 6.1</b>	<b>Full-time faculty</b>
3.	6.2.b.	Program faculty
4.	6.2.c.	Program coordination
5.	<b>CR 8.1</b>	<b>Student Achievement</b>
6.	8.2.a.	Student outcomes: educational programs
7.	<b>CR 9.1</b>	<b>Program Content</b>
8.	<b>CR 9.2</b>	<b>Program length</b>
9.	10.2	Public information
10.	10.3	Archived information
11.	10.5	Admissions policies and practices
12.	10.6	Distance and correspondence education
13.	10.7	Policies for awarding credit
14.	10.9	Cooperative academic arrangements
15.	<b>CR 12.1</b>	<b>Student support services</b>
16.	12.4	Student complaints
17.	13.6	Federal and state responsibilities
18.	13.7	Physical resources
19.	13.8	Institutional environment
20.	14.1	Publication of accreditation status
21.	14.3	Comprehensive institutional reviews
22.	14.4	Representation to other agencies

- **Evaluators:** The Committee on Fifth-Year Interim Reports is composed of experienced committee members who conduct the review similar to that of the evaluation of the Compliance Certification at the time of reaffirmation. Each of four committees reviews approximately 10 institutions. Each of the committees has five members: Coordinator, IE evaluator, student services evaluator, and two academic program evaluators. Two or more finance reviewers also participate in the review.
- **Options of the Evaluators:** (1) No referral or (2) referral to a C & R Committee
- **Options of C & R following referral at the designated meeting:** (1) No additional report requested, (2) Request a monitoring report (which starts the two-year limited monitoring period), (3) Recommend placing the institution on a sanction, with a monitoring report, and with or without a Special Committee visit to the campus, or (4) Recommend removal from membership.

#### **Part IV: Fifth-Year Follow Up Report (previously called an “Additional Report”)**

The Fifth-Year Follow Up Report addresses issues identified at the completion of the institution’s last visiting committee review that required monitoring for verification of continued compliance with a standard. Since the submission is requested by a previous C & R Committee, it is not applicable to all institutions.

- **Evaluators:** C & R Committee composed of elected members of the Board of Trustees.
- **Options of the Evaluators:** (1) No additional report, (2) Request monitoring report (which continues the two-year limited monitoring period, (3) Recommend placing the institution on a sanction, with a monitoring report, and with or without a visit to campus, (4) Recommended removal from membership.

## Part V: QEP Impact Report

The QEP Impact Report asks an institution to include a copy of its QEP Executive Summary as submitted to SACSCOC following its recent reaffirmation and a report addressing the following elements: (1) a succinct list of the initial goals and intended outcomes of the QEP; (2) a discussion of changes made to the QEP and the reasons for making those changes; (3) a description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP (to include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP); and (4) a reflection on what the institution has learned as a result of the QEP experience.

- **Evaluators:** Committee to Review Fifth-Year Interim Reports (see composition under Part III above)
- **Options of the Evaluators:**
  - (1) Accept with Comment. The institution has adequately described the initial goals and intended outcomes of its QEP, discussed the limited changes made in the QEP, and discussed the impact on student learning and/or the environment supporting student learning, and described what the institution has learned as a result of the QEP experience. No additional report is required.
  - (2) Refer to a C & R Committee for review. The institution did not adequately document the implementation of its Plan, and/or summarize the level of success in achieving the desired impact on student learning and/or the environment supporting student learning, and/or reflect upon the implementation of the QEP as a learning experience for the institution. The institution is requested to provide an additional report within 12 months that documents progress in implementing its QEP. The Report is forwarded to a C & R Committee for action; actions may include no additional monitoring, additional monitoring, imposition of a sanction, or removal from membership.

## Review of approved Off-Campus Instructional Sites initiated since Last Reaffirmation

An institution is requested to undergo a SACSCOC committee review of previously unvisited off-campus instructional sites that were initiated since the institution's last reaffirmation and where students can obtain 50% or more of the coursework toward the completion of an educational program. The areas of evaluation as applicable to the off-campus instructional site(s) include: (1) faculty qualifications and access, (2) qualifications of administrative and academic officials leading activities and programs at the site(s), (3) student services, (4) library/learning resource accessibility and sufficiency, (5) physical facilities supporting the programs, and (6) student learning outcomes compared to similar programs offered on the main campus. The institution should use the SACSCOC form "Documentation Prepared by the Institution for the Review Committee Examining Off-Campus Sites as Part of a Fifth-Year Interim Report."

- **Evaluators:** C & R Committee composed of elected members of the Board of Trustees.
- **Options of the Evaluators:** (1) Continue accreditation, no additional report, (2) continue accreditation with a monitoring report, or (3) recommend placing the institution on a sanction, with a monitoring report, and with or without a visit to campus.

## Institutional Preparation for the Completion of the Report

- Continuously update your previous compliance certification.
- Provide narrative that supports compliance and explains the use of the selected documentation.
- Refer to sources of documentation to ensure consistency.
- Document, document, and document.
- Give examples when appropriate.
- Use tables effectively to support your determination of compliance.
- Respond to the standard referenced, not to other standards that are not part of the report.

## Submission of Reports

**Eight copies** of the Report should be submitted in print form or on flash/thumb drive.

**For electronic submissions**, copy the Report and all attachments onto a flash/thumb drive. In addition, provide **one** copy of the response without the attachments. Provide the name of the person who can

be contacted if the readers have problems accessing the information. Each copy of the Report on a flash/thumb drive should be submitted separately in a paper or plastic envelope not smaller than 4 x 4 inches and the envelope should be labeled with the name of the institution, the title of the Report, and the list of the parts of the Report it contains. Each flash/thumb drive should be labeled with the name of the institution and the title of the Report.

Ensure that your Report is user-friendly with all info easily accessible to evaluators. Refer to the Form for additional directions.