



Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097

## REPORTS SUBMITTED FOR SACSCOC REVIEW

### Policy Statement

Institutions accredited by SACSCOC are requested to submit various reports to an evaluation committee or to the SACSCOC Board of Trustees for review. Those reports include:

Response Report to the Visiting Committee  
Monitoring Report or Referral Report

When submitting a report, an institution should follow the directions below, keeping in mind that the report will be reviewed by a number of readers, most of whom will be unfamiliar with the institution.

### Information Pertaining to the Preparation of All Reports

#### *Preparation of a Title Page*

For any report requested, an institution should prepare a title page that includes the following:

1. Name of the institution
2. Address of the institution
3. Dates of the committee visit (*not applicable for the Referral Report*)
4. The kind of report submitted
5. Name, title, and contact numbers of person(s) preparing the report

#### *Presentation of Reports*

For any report requested, an institution should

1. **For print copies**, copy all documents front and back, double-space the copy, and use no less than an 11 point font. If the report requires binding beyond stapling, do not submit the report in a three-ring binder. Ring binders are bulky and must be removed before mailing to the readers.
2. **For electronic copies**, please comply with all steps outlined below:
  - (1) Copy the report and all attachments onto the appropriate number of flash drives, in accordance with the number of requested copies of the report. **Each** flash drive should be labeled with the name of the institution and the title of the report.
  - (2) **Each** flash drive should be submitted in a separate paper or plastic envelope not smaller than 4 x 4 inches and **each** envelope should be labeled with the name of the institution, the title of the report, and the list of document contents.
  - (3) Provide the name, title, email address, and phone number of the person who can be contacted if the readers have problems accessing the information.
  - (4) Provide **one print copy** of the response **without** the attachments.

3. Provide a clear, complete, and concise report. If documentation is required, ensure that it is appropriate to demonstrating fulfillment of the requirement. Specify actions that have been taken and document their completion. Avoid vague responses indicating that the institution *plans to address* a problem in the future. If any actions remain to be accomplished, the institution should present an action plan, a schedule for accomplishing the plan, and evidence of commitment of resources for accomplishing the plan.
4. When possible, excerpt passages from text and incorporate the narrative into the report. Provide definitive evidence, not documents that only address the process (e.g., do not include copies of letters or memos with directives).
5. When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.
6. Reread the report before submission and eliminate all narrative that is not relevant to the focus of the report. If sending electronic copies, ensure that all devices are virus free and have been reviewed for easy access by reviewers external to your institution.

### **Information Specific for the Response to the Visiting Committee Report**

- Definition:** A Response Report addresses the findings of a visiting committee. It provides updated or additional documentation regarding the institution's compliance with the *Principles of Accreditation*.
- Audience:** The Response Report, along with the Committee Report and other documents, is reviewed by SACSCOC Board of Trustees and is subject to the review procedures of the Commission's standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.
- Report Presentation:** Structure the response so that it addresses committee recommendations in the order that they appear in the report. Tabs should separate each response to a recommendation.
- For each recommendation, provide the number of the Core Requirement, Comprehensive Standard, or Federal Requirement and state the recommendation exactly as it appears in the visiting committee report. Describe the committee's concerns that led to the recommendation by either summarizing the concerns or inserting verbatim the complete narrative in the report pertaining to the recommendation. Provide a response with documentation.
- Due Date:** The Response-Report is due on the day indicated in the transmittal letter from Commission staff accompanying the visiting committee report.
- Number of Copies:** See the transmittal letter from Commission staff accompanying the visiting committee report.

### **Information Specific to the Preparation of a Monitoring Report or a Referral Report**

- Definition:** These reports address recommendations and continued concerns of compliance usually identified by the Committee on Compliance and Reports (C & R) or by the Executive Council (or, for a Referral Report, identified by the Committee on Fifth-Year Interim Reports) and referred to the SACSCOC Board of Trustees. It follows the C & R Committee's review of an institution's response to a visiting committee report.
- Audience:** The Monitoring Report and the Referral Report are reviewed by SACSCOC Board of Trustees and are subject to the review procedures of the Commission's standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Report Presentation: For a Monitoring Report, structure the response so that it addresses committee recommendations in the order that they appeared in the report. Tabs should separate each response to a recommendation.

For each recommendation, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement, the number of the recommendation, and the recommendation exactly as it appeared in the visiting committee report; (2) provide a brief history of responses to the recommendation if more than a first response (to include an accurate summary of the original concerns of the visiting committee, a summary of each previous institutional response and an explanation of what had been requested by the Commission); (3) cite verbatim the current request of the Commission that is related to the recommendation (reference notification letter from the President of SACSCOC); and (4) prepare a response to the recommendation.

For a Referral Report, structure the response so that it addresses the concerns described in the letter from the SACSCOC President in the order that they appeared. Tabs should separate each response to each standard cited.

For each standard cited, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement exactly as it appeared in the letter; (2) cite verbatim the current request of the Commission that is related to the standard cited (reference notification letter from the President of SACSCOC); and (3) prepare a response to the recommendation.

Due Date: The Monitoring Report and the Referral Report are due on the date specified in the notification letter sent by the SACSCOC President. Requests for extensions to the date must be made to the President at least two weeks in advance of the original due date. (See SACSCOC policy "Deadlines for Submitting Reports.")

Number of Copies: See the letter from the President of SACSCOC requesting the Report.

**Document History**

*Edited and Revised for the Principles of Accreditation: December 2003*

*Updated: January 2007, January 2010, May 2010, January 2012*

*Edited: June 2015, December 2017*