



DIRECTIONS FOR COMPLETION OF THE REPORT OF THE REAFFIRMATION COMMITTEE

For Off-Site and On-Site Reaffirmation Committees

Part I. Overview and Introduction to the Institution

For both the Off-Site and On-Site Reaffirmation Committees

- **Committee Names.** The official names for the two committees reviewing the institution for reaffirmation are the Off-Site Reaffirmation Committee and the On-Site Reaffirmation Committee.
- **Report Names.** The official name of the report rendered by the Off-Site Reaffirmation Committee is the *Preliminary Report of the Reaffirmation Committee*. The official name of the final report rendered by the On-Site Reaffirmation Committee is the *Report of the Reaffirmation Committee*. This *Report* represents a convergence of the work of the Off-Site and On-Site Reaffirmation Committees.
- **Responsibility for Final Report.** The On-Site Reaffirmation Committee has final authority over all aspects of the final report, the *Report of the Reaffirmation Committee*.

For the Off-Site Reaffirmation Committee

At the beginning of this section, the following statement has been inserted in blue and should be retained:

The report from the Off-Site Reaffirmation Committee represents the preliminary conclusions of the Committee based on the application of the *Principles of Accreditation* to information provided by the institution in its completed Compliance Certification. This report is forwarded to the institution and the On-Site Reaffirmation Committee. The institution will have an opportunity to respond to the Off-Site Reaffirmation Committee's findings in a Focused Report that also will be sent to the members of the On-Site Reaffirmation Committee. The On-Site Reaffirmation Committee will conduct interviews, review on-site documents, update the preliminary report as appropriate, and approve a final *Report of the Reaffirmation Committee*. The *Report* and the institution's response are forwarded to SACSCOC's Board of Trustees for final action on reaffirmation of accreditation.

For the On-Site Reaffirmation Committee

At the beginning of this section, insert the following statement (replacing the blue language included by the Off-Site Reaffirmation Committee):

The Report of the Reaffirmation Committee is the final committee analysis and report that includes the findings of the Off- and On-Site Reaffirmation Committees. It will be forwarded to the institution for a formal response. The report and the institution's response are forwarded to SACSCOC's Board of Trustees for action on reaffirmation of accreditation.

In addition, briefly describe the nature of the institution and its history, e.g., control, enrollment, and student characteristics. Describe the purpose and scope of the committee visit – including a summary of the review of off-campus instructional sites and online programs, if applicable – and acknowledge the arrangements and hospitality extended by the institution. (Personal references may be included.)

Part II. Assessment of Compliance

Directions for Sections 1-14:

For the Off-Site Reaffirmation Committee

Check the appropriate line to indicate the Committee's determination regarding the institution's compliance or non-compliance and develop a comment in accordance with "[Writing Comments for Committee Reports](#)." Committee members should not copy/paste descriptive language provided in the Compliance Certification unless it is directly in support of the Committee's conclusion and is presented within the context of those conclusions.

For the On-Site Reaffirmation Committee

The On-Site Reaffirmation Committee is responsible for crafting the final report consistent with the following protocols.

Protocol 1-Historical Record: The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written.

Protocol 2-Nonduplicating Reviews: The narratives of the Off-Site Reaffirmation Committee supporting standards judged "compliant" normally do not need further review unless

- a. the On-Site Reaffirmation Committee inadvertently discovers significant non-compliance while reviewing other standards,
- b. the standard is USDE-linked (see Protocol 3),
- c. a Third-Party Comment focuses on the standard, or
- d. the Off-Site Reaffirmation Committee's narrative does not address all aspects of the standard. In this case, the On-Site Reaffirmation Committee should conduct its due diligence and update/complete the narrative.

Protocol 3-USDE-Linked Standards: All USDE-linked standards must be reviewed on site regardless of the judgment rendered by the Off-Site Reaffirmation Committee. The function of the On-Site Reaffirmation Committee is to make an informed independent judgment regarding compliance.

- a. *The Off-Site Reaffirmation Committee finds **compliance** for USDE-linked standard and the On-Site Reaffirmation Committee also finds **compliance**:*

The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its due diligence, **enhances the narrative with specific information about on-site materials reviewed and interviews conducted** and adds the following macro: “The On-Site Reaffirmation Committee reviewed documents [specify the documents reviewed] and conducted interviews [with titles of key individuals] in support of the institution’s case for compliance and affirms the findings of the Off-Site Reaffirmation Committee.”

- b. *The Off-Site Reaffirmation Committee finds **compliance** for USDE-linked standard but the On-Site Reaffirmation Committee finds **non-compliance**:*

The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written; the On-Site Reaffirmation Committee conducts its due diligence, adds its findings and documentation, and then writes a formal recommendation.

- c. *The Off-Site Reaffirmation Committee finds **non-compliance** for USDE-linked standard and the On-Site Reaffirmation Committee also finds **non-compliance**:*

The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written; the On-Site Reaffirmation Committee conducts its due diligence, adds its findings and documentation, if needed, and then writes a formal recommendation.

- d. *The Off-Site Reaffirmation Committee finds **non-compliance** for USDE-linked standard and the On-Site Reaffirmation Committee finds **compliance**:*

The narrative of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its due diligence and adds its findings and documentation supporting the institution’s case for compliance.

Protocol 4 – All Other Standards (except QEP):

- a. *The Off-Site Reaffirmation Committee finds **compliance** for any other standard and the On-Site Reaffirmation Committee also finds **compliance**:*

The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. However, any reference to the Off-Site Reaffirmation Committee should be changed to Reaffirmation Committee. The On-Site Reaffirmation Committee enhances the narrative only if needed.

- b. *The Off-Site Reaffirmation Committee finds **compliance** for any other standard) but the On-Site Reaffirmation Committee finds **non-compliance**.*

The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. If there is some appropriate triggering event, the On-Site Reaffirmation Committee conducts its due diligence, adds its findings and documentation, and then writes a formal recommendation.

- c. *The Off-Site Reaffirmation Committee finds **non-compliance** for any other standard and the On-Site Reaffirmation Committee also finds **non-compliance**:*

The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its due diligence and adds its findings and documentation, if needed, and then writes a formal recommendation.

- d. *The Off-Site Reaffirmation Committee finds **non-compliance** for any other standard and the On-Site Reaffirmation Committee finds **compliance**.*

The narratives of the Off-Site Reaffirmation Committee will be retained in the final report substantially as originally written. The On-Site Reaffirmation Committee conducts its due diligence and adds its findings and documentation.

Writing Protocols for the QEP

Protocol 5 Quality Enhancement Plan 7.2 when judgment is compliance:

Insert the following, “The institution addressed all components of this standard in a satisfactory manner. See Part III for additional information.”

Protocol 6 Quality Enhancement Plan 7.2 when judgment is non-compliance:

Insert the following, “The institution did not satisfactorily address component(s) a, b or c of this standard.” Follow with the committee’s recommendation(s). Then conclude with “See Part III for additional information.”

Writing Recommendations

For any standard where there is a formal recommendation, the narrative should make clear the nature of the noncompliance, and the wording for the formal recommendation should make clear the course of action the institution must take to demonstrate compliance. Care should be taken to ensure that this text is specific enough to assist the institution in identifying precisely what needs to be accomplished to achieve compliance. See the [Writing Comments for Committee Reports](#) for examples.

Format for Committee Recommendations in the body of the report:

Number the recommendations consecutively and use the following standard format to set them apart from the narrative:

Recommendation 1: The On-Site Reaffirmation Committee recommends that the SACSCOC staff demonstrate that it has a clear and consistent protocol for the format of recommendations in the body of all committee reports.

- a. Appendix of report:

Sequence recommendations consecutively and use the following standard format:

CR13.1 (Financial Resources) Recommendation 1:
The On-Site Reaffirmation Committee recommends that the SACSCOC staff demonstrate that it has a clear and consistent protocol for the format of recommendations in the body of all committee reports.

Directions for “Additional Comments....”:

For the Off-Site or On-Site Reaffirmation Committee

Although both Committees may make general advisory comments regarding the institution, care should be taken determining their inclusion in the written report. Committees should work closely with SACSCOC staff for guidance. General comments should be included in this section; comments specific to a standard may be embedded in the narrative for that standard.

Committees no longer make formal suggestions or commendations.

Part III. Assessment of the Quality Enhancement Plan

For the On-Site Reaffirmation Committee

The On-Site Reaffirmation Committee is responsible for evaluating the QEP and confirming that it is part of an ongoing planning and evaluation process. The sections of Part III provide a framework (1) for analyzing the extent to which the institution has provided evidence that it is committed to a course of action that addresses a topic or issue to improve the quality of student learning and/or student success and (2) for providing advice and consultation to assist the institution in strengthening its QEP.

Directions for the first section:

Provide a very brief description of the Quality Enhancement Plan focusing on the main elements of the Plan.

Directions for the second section:

Use the indicators outlined in A-E to evaluate the QEP. Include recommendations and narrative as appropriate. Any recommendations related to the QEP will appear in three places in the *Report of the Reaffirmation Committee*: (1) in the Committee's narrative for Standard 7.2 (*Quality Enhancement Plan*), (2) in the Committee's narrative for the relevant section (A-E) of Part III, and (3) in Appendix C of the *Report*.

Directions for the third section:

Use this section to highlight strengths that have not been addressed above and to provide advice to assist the institution in strengthening its QEP.

Part IV. Third-Party Comments

For the On-Site Reaffirmation Committee

The On-Site Reaffirmation Committee is responsible for evaluating any Third-Party Comments submitted. SACSCOC staff will know if formal Third-Party Comments have been submitted. Check the appropriate line to indicate the presence or absence of Third-Party Comments.

If Comments have been submitted, the On-Site Reaffirmation Committee will write narrative describing the allegations of non-compliance included in the formal Third-Party Comments followed by narrative describing the Committee's review, including specific information about materials reviewed and interviews conducted in support of the Committee's determination.

If the Committee makes a determination of non-compliance with one or more standards, provide a parenthetical reference to the standard(s) cited in this section. In addition, the Committee should write a recommendation and include it in Part II under the standard cited with a full narrative that describes why the institution was found to be out of compliance and the documentation that supports that determination.

Appendices

Appendix A: To be completed by both the Off- and On-Site Reaffirmation Committees.

Directions:

For the Off-Site Reaffirmation Committee, include the name, title, institution, city, and state of each committee member and the SACSCOC Staff Coordinator.

For the On-Site Reaffirmation Committee, include the name, title, institution, city, and state of each committee member and the SACSCOC Staff Representative.

Appendix B: To be completed by the On-Site Reaffirmation Committee.

Directions: List off-campus sites or distance learning programs visited physically or through electronic means and reviewed by the Committee. Include each site's street address, a general description of the programs offered, and a concise descriptive narrative. If any concerns arose that resulted in the Committee's determination of non-compliance with one or more standards, provide a parenthetical reference to the standard(s) cited in this section. In addition, the Committee should write a recommendation and include it in Part II under the standard cited with a full narrative that describes why the institution was found to be out of compliance and the documentation that supports that determination.

Appendix C: To be completed by the On-Site Reaffirmation Committee.

Directions: Sequence recommendations consecutively. Include the Core Requirement or Standard number; descriptor; recommendation number; and the recommendation narrative.

Example:

CR13.1 (Financial Resources) Recommendation 1:

The On-Site Reaffirmation Committee recommends that the SACSCOC staff demonstrate that it has a clear and consistent protocol for the format of recommendations in the body of all committee reports.