Name of Institution:

Address of the Institution:

Name, title, contact numbers of person(s) preparing the report:

The Fifth-Year Interim Report is divided into five parts:

- **Part I: Signatures Attesting to Integrity** *(applicable to all institutions)*. Requests that the chief executive officer and accreditation liaison attest to the accuracy of institutional assessment and documentation supporting that assessment.

- **Part II: Institutional Summary Form Prepared for Commission Reviews** *(applicable to all institutions)*. Requests that the institution complete the “Institutional Summary Form Prepared for Commission Reviews.”

- **Part III: Fifth-Year Compliance Certification** *(applicable to all institutions)*. Monitors continued compliance with identified Core Requirements, Comprehensive Standards, and Federal Requirements at the decennial interval.

- **Part IV: Fifth-Year Follow Up Report** *(applicable to select institutions and formerly called an “Additional Report”)*. Addresses issues identified in an action letter following a recent review of the institution. If applicable, issues are identified in an attached letter.

- **Part V: Impact Report of the Quality Enhancement Plan** *(applicable to all institutions)*.

An institution may also be requested to host an off-campus committee charged to review new, but unvisited, off-campus sites initiated since the institution’s previous reaffirmation. An institution will be notified of this at the time it receives its letter from SACSCOC President regarding the Fifth-Year Interim Report.
General Directions for the Fifth-Year Interim Report

In addition to the general directions below that are applicable to all Parts of the Fifth-Year Interim Report, please also follow the directions specific for each Part. Submit seven copies to your assigned Commission staff member.

- Materials may be submitted in print form or electronically. If an audit has been requested, it must be submitted in print form.

- If print documents are submitted, copy all documents front and back, double space the copy, and use no less than a 10 point font. Staple or soft bind the document. Do not submit in a three-ring binder.

- If electronic documents are submitted, copy the report and all attachments onto a DVD, CD, or flash/thumb drive. Provide the name of the person who can be contacted if the readers have problems accessing the information. Provide one print copy of the response without the attachments.

  Each device smaller than 4” x 4” must be submitted in a paper or plastic envelope not smaller than 4” x 4” and the envelope should be labeled with the name of the institution, the title of the report, and the list of the document contents. The device should be labeled with the name of the institution and the title of the report.

  Each electronic device larger than 4” x 4” must be in a paper or plastic envelope and clearly labeled with the name of the institution, the title of the report, and the list of document contents. The device should be labeled with the name of the institution and the title of the report.

  Be sure to check the electronic device before mailing it to the Commission office to ensure that all intended documents are included and can be accessed.

- Reread the report before submission and eliminate all narrative that is not relevant to the focus of the report.

- PARTS I, II, III and V should be combined into one document or into one DVD/CD or flash/thumb drive. Provide a separate print document or DVD/CD or flash/thumb drive for PART IV. SEVEN COPIES SHOULD BE SUBMITTED with Parts I, II, III and V included and four copies should be submitted with Part IV included, if requested.
Part I: Signatures Attesting to Integrity
(Applicable to all institutions)

Directions: Please include Part I with Parts II, III, and V on the same electronic device or with the same print document. It should \textit{not} be combined with Part IV.

By signing below, we attest that \textit{__________} \textit{(name of institution)} has conducted an honest assessment of compliance and has provided complete and accurate disclosure of timely information regarding compliance with the identified Core Requirements, Comprehensive Standards, and Federal Requirements of the Commission on Colleges.

Date of Submission: \textit{______________________}

\textbf{Accreditation Liaison}

Name of Accreditation Liaison

Signature

\textbf{Chief Executive Officer}

Name of Chief Executive Officer

Signature
Part II: The “Institutional Summary Form Prepared for Commission Reviews”
(Applicable to all institutions)

Directions: Please include Part II with Parts I, III, and V on the same electronic device or with the same print document. It should not be combined/ submitted with Part IV.

EDUCATIONAL PROGRAMS

1. Level of offerings (Check all that apply)

☐ Diploma or certificate program(s) requiring less than one year beyond Grade 12
☐ Diploma or certificate program(s) of at least two but fewer than four years of work beyond Grade 12
☐ Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent designed for transfer to a baccalaureate institution
☐ Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent not designed for transfer
☐ Four or five-year baccalaureate degree program(s) requiring a minimum of 120 semester hours or the equivalent
☐ Professional degree program(s)
☐ Master’s degree program(s)
☐ Work beyond the master’s level but not at the doctoral level (such as Specialist in Education)
☐ Doctoral degree program(s)
☐ Other (Specify) _____

2. Types of Undergraduate Programs (Check all that apply)

☐ Occupational certificate or diploma program(s)
☐ Occupational degree program(s)
☐ Two-year programs designed for transfer to a baccalaureate institution
☐ Liberal Arts and General
☐ Teacher Preparatory
☐ Professional
☐ Other (Specify) _____
GOVERNANCE CONTROL

Check the appropriate governance control for the institution:

☐ Private (check one)

☐ Independent, not-for-profit

Name of corporation OR
Name of religious affiliation and control: ______

☐ Independent, for-profit *

If publicly traded, name of parent company: ______

☐ Public state * (check one)

☐ Not part of a state system, institution has own independent board

☐ Part of a state system, system board serves as governing board

☐ Part of a state system, system board is super governing board, local governing board has
delegated authority

☐ Part of a state system, institution has own independent board

INSTITUTIONAL INFORMATION FOR REVIEWERS

Directions: Please address the following and attach the information to this form.

1. History and Characteristics

Provide a brief history of the institution, a description of its current mission, an indication of its
geographic service area, and a description of the composition of the student population. Include a
description of any unusual or distinctive features of the institution and a description of the admissions
policies (open, selective, etc.). If appropriate, indicate those institutions that are considered peers.
Please limit this section to one-half page.

2. List of Degrees

List all degrees currently offered (A. S., B.A., B.S., M.A., Ph.D., for examples) and the majors or
concentrations within those degrees, as well as all certificates and diplomas. For each credential offered,
indicate the number of graduates in the academic year previous to submitting this report (January to
December). Provide term dates.
3. Off-Site Locations and Distance and Correspondence Education

Off-Site Locations:

List locations (country, state, and city) where course work toward a degree, diploma, or certificate can be obtained primarily through traditional classroom instruction. For each site, indicate the partial or complete degree offered and, for each degree, certificate, or diploma, whether a student can obtain 50 percent of credits toward any of the educational programs.

Distance and Correspondence Education

Provide a list of credit-bearing educational programs (degrees, certificates, and diplomas) where 50 percent or more of the credit hours are delivered through distance or correspondence education modes. For each educational program, indicate whether the program is delivered using synchronous or asynchronous technology, or both. For each educational program that uses distance education technology to deliver the program at a specific site (e.g., a synchronous program using interactive videoconferencing), indicate the program offered at each location where students receive the transmitted program.

4. Accreditation

List all agencies that currently accredit the institution or any of its programs and the date of the last review for each. Identify the accrediting agency that is the gatekeeper for federal funds if it is not SACS Commission on Colleges. Describe any sanctions applied or negative actions taken by any of these accrediting bodies (including the Commission) during the two years previous to the submission of this report in regard to your institution. Indicate any accreditation agencies that have terminated your institution’s accreditation, the reasons, and the date. Indicate any accreditation from which your institution has voluntarily withdrawn, the reasons, and the date.

5. Relationship to the U.S. Department of Education

Indicate any limitations, suspensions, or termination by the U.S. Department of Education in regard to student financial aid or other financial aid programs during the previous three years. Report if on reimbursement or any other exceptional status in regard to federal or state financial aid.
Part III: The Fifth-Year Compliance Certification
(Applicable to all institutions)

Directions:

(1) Please access the document “Directions for Completion of Part III of the Fifth-Year Interim Report” for directions and guidelines for completing Part III.

(2) Please include Part III with Parts I, II, and V on the same electronic device or with the same print document. It should not be combined with Part IV.

(3) For each of Core Requirement, Comprehensive Standard, and Federal Requirement listed below, the institution should make a determination regarding compliance, place an “X” in the appropriate box, explain the reason for the institution’s findings, and provide documentation in support of its determination.

Compliance The institution found that it meets the requirement and provides a convincing argument in support of its determination and a list of documents (or electronic access to the documents) demonstrating compliance.

Non-Compliance The institution found that it does not meet the requirement and provides the reason for checking non-compliance, a description of plans to comply, and a list of documents that will be used to demonstrate future compliance.

Note: (1) Unless an institution is required to submit financial documents requested in Part IV, no additional financial information is required due to the annual submission of Institutional Finance Profiles. (2) The standards identified in this part of the report reflect the criteria of the U.S. Department of Education but do not necessarily include all the Federal Requirements listed in Section 4 of the Principles of Accreditation.

1. The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs. (Core Requirement 2.8)

   ___ Compliance  ___ Non-Compliance

   Narrative:

2. The institution provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students. (Core Requirement 2.10)

   ___ Compliance  ___ Non-Compliance

   Narrative:
3. The institution has qualified administrative and academic officers with the experience and competence to lead the institution. *(Comprehensive Standard 3.2.8)*

___ Compliance ___ Non-Compliance

Narrative:

4. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: *(Comprehensive Standard 3.3.1)*

3.3.1.1 educational programs, to include student learning outcomes

___ Compliance ___ Non-Compliance

Narrative:

5. The institution publishes admissions policies that are consistent with its mission. *(Comprehensive Standard 3.4.3)*

___ Compliance ___ Non-Compliance

Narrative:

6. For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. *(Comprehensive Standard 3.4.11)*

___ Compliance ___ Non-Compliance

Narrative:

7. The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution’s educational programs, support services, and other mission-related activities. *(Comprehensive Standard 3.11.3)*

___ Compliance ___ Non-Compliance

Narrative:

8. The institution evaluates success with respect to student achievement consistent with its mission. Criteria may include enrollment data; retention, graduation, course completion, and job placement rates; state licensing examinations; student portfolios; or other means of demonstrating student achievement. *(Federal Requirement 4.1)*

___ Compliance ___ Non-Compliance

Narrative:
9. The institution’s curriculum is directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates, or degrees awarded. *(Federal Requirement 4.2)*

___ Compliance ___ Non-Compliance

Narrative:

10. The institution makes available to students and the public current academic calendars, grading policies, and refund policies. *(Federal Requirement 4.3)*

___ Compliance ___ Non-Compliance

Narrative:

11. Program length is appropriate for each of the institution’s educational programs. *(Federal Requirement 4.4)*

___ Compliance ___ Non-Compliance

Narrative:

12. The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. *(Federal Requirement 4.5)*

___ Compliance ___ Non-Compliance

Narrative:

13. Recruitment materials and presentations accurately represent the institution’s practices and policies. *(Federal Requirement 4.6)*

___ Compliance ___ Non-Compliance

Narrative:

14. The institution is in compliance with its program responsibilities under Title IV of the most recent *Higher Education Act* as amended. *(Federal Requirement 4.7)* The institution audits financial aid programs as required by federal and state regulations. *(Comprehensive Standard 3.10.3)*

___ Compliance ___ Non-Compliance

Narrative:
15. An institution that offers distance or correspondence education documents each of the following: *(Federal Requirement 4.8)*

**4.8.1** demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

___ Compliance  ___ Non-Compliance

**Narrative:**

**4.8.2** has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

___ Compliance  ___ Non-Compliance

**Narrative:**

**4.8.3** has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

___ Compliance  ___ Non-Compliance

**Narrative:**

16. The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. *(Federal Requirement 4.9)*

___ Compliance  ___ Non-Compliance

**Narrative:**

17. The institution complies with the policies of the Commission on Colleges. *(Policy compliance)* *(Note: Institutions are responsible for reviewing the following Commission policies and providing evidence of compliance with those that are applicable. Policies can be accessed at http://www.sacscoc.org/policies.asp.)*

**3.13.1. Accrediting Decisions of Other Agencies**

**Applicable Policy Statement.** Any institution seeking or holding accreditation from more than one U.S. Department of Education recognized accrediting body must describe itself in identical terms to each recognized accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies, and must keep each institutional accrediting body apprised of any change in its status with one or another accrediting body.
**Documentation:** The institution should (1) list federally recognized agencies that currently accredit the institution, (2) provide the date of the most recent review by each agency and indicate if negative action was taken by the agency and the reason for such action, (3) provide copies of statements used to describe itself for each of the accrediting bodies, (4) indicate any agency that has terminated accreditation, the date, and the reason for termination, and (5) indicate the date and reason for the institution voluntarily withdrawing accreditation with any of the agencies.

___ Compliance    ___ Non-Compliance    ____ Not applicable

Narrative:

**3.13.3. Complaint Procedures against the Commission or Its Accredited Institutions**

**Applicable Policy Statement.** In addition to FR 4.5 whereby each institution is required to have in place student complaint policies and procedures that are reasonable, fairly administered, and well-publicized, the Commission also requires, in accord with federal regulations, that each institution maintains a record of complaints received by the institution. This record is made available to the Commission upon request.

**Documentation:** Normally, this record will be reviewed and evaluated by the Commission as part of the institution’s decennial evaluation; however, during the fifth-year interim review, when addressing this policy statement, the institution should provide information to the Commission describing how the institution maintains its record and (1) individuals/offices responsible for the maintenance of the record(s), (2) elements of a complaint review that are included in the record, and (3) where the record(s) is located (centralized or decentralized).

___ Compliance    ___ Non-Compliance    ____ Not applicable

Narrative:

**3.13.4. Reaffirmation of Accreditation and Subsequent Reports**

**Applicable Policy Statements.**

**3.13.4.** An institution includes a review of its distance learning programs in the Compliance Certification

**Documentation:** In order to be in compliance with this policy, the institution must have incorporated an assessment of its compliance with standards that apply to its distance and correspondence education programs and courses.

___ Compliance    ___ Non-Compliance    ____ Not applicable

Narrative:
Part IV: Fifth-Year Follow Up Report
(Not applicable to all institutions)

Directions: Please provide four copies of Part IV of the Fifth-Year Interim Report regardless whether the document is submitted in print or electronic format. It should not be combined with another Part of the Fifth-Year Interim Report. Entitle it “Fifth-Year Follow Up Report” and submit it by the date indicated in the letter from the President of SACS Commission on Colleges.

Definition: A Fifth-Year Follow Up Report addresses an institution’s continued compliance with standards and requirements specified in a letter by the President of SACS Commission on Colleges normally at the time of an institution’s last review. (If applicable, a copy of the letter is enclosed.)

Audience: The Fifth-Year Follow Up Report 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.

Elements: Structure the response so that it addresses the standards in the order that they appeared in the report. Tabs should separate each response to a cited standard.

For each accreditation standard noted in the letter, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement of the Principles of Accreditation and the recommendation exactly as it appeared in the visiting committee report; (2) provide a brief history of previous responses to the standard, if more than a first response (to include an accurate summary of the original concerns of the visiting committee; (3) cite verbatim the current request of the Commission (reference notification letter from the President of the Commission); and (4) prepare a response to the recommendation to include documentation supporting ongoing compliance.

When doing so, please adhere to the following guidelines:

- Provide a concise, clear, and complete report. Ensure that documentation is appropriate for demonstrating fulfillment of the requirement. Specify actions that have been taken and document their completion.
- Ensure that your narrative explains the use of the documentation and how the documentation supports compliance.
- When possible, excerpt passages from text and incorporate the narrative into the report instead of sending an entire document as a reference. Provide definitive evidence, not documents that only address the process.
- Specify actions that have been taken and provide documentation that such actions have been completed.
- When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.
Part V: The Impact Report of the Quality Enhancement Plan

Directions: Please include Part V with Parts I, II, and III on the same electronic device or with the same print document. It should \textit{not} be combined with Part IV. Entitle it “QEP Impact Report.”

Definition: The QEP Impact Report, submitted five years prior to the institution’s next decennial review, is a report demonstrating the extent to which the QEP has affected outcomes related to student learning. It is part of the institution’s Fifth-Year Interim Report.

Audience: The QEP Impact Report is reviewed by the Committee on Fifth-Year Interim Reports.

Elements: With each copy of the QEP Impact Report, include a copy of the Executive Summary of your institution’s QEP submitted to the Commission following your institution’s recent reaffirmation.

The Report itself should address the following elements:

1. a succinct list of the initial goals and intended outcomes of the Quality Enhancement Plan;

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. This description should 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.

The report should not exceed ten pages, excluding the Executive Summary but including the narrative, all appendices, and/or any other supporting documentation (whether in printed or electronic format).