



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

REPORTS SUBMITTED FOR COMMITTEE OR COMMISSION REVIEW

- Policy Statement -

Institutions accredited by the Commission on Colleges are requested to submit various reports to an evaluation committee or to the Commission for review. Those reports include:

- A Focused Report
- Response Report to the Visiting Committee
- Monitoring Report

When submitting a report, an institution should follow the directions below for each type, 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
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. Copy all documents front and back, double-space the copy, and use no less than an 11 point font.
2. 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.
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, when possible, document their completion.
4. When possible, excerpt passages from text and incorporate the narrative into the report instead of sending an entire document. Provide definitive evidence, not documents that only address the process (e.g., do not include copies of letters or memos with directives).

5. Specify actions that have been taken and provide documentation that such actions have been completed. 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.
6. When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.
7. Reread the report before submission and eliminate all narrative that is not relevant to the focus of the report.

The Focused Report

Definition:	A Focused Report addresses the findings of the Off-Site Review Committee. It provides updated or additional documentation regarding the institution's compliance with the Core Requirements, Comprehensive Standards, or Federal Requirements identified by the Off-Site Committee. Although it is optional that an institution prepare such a report, the Commission strongly encourages its submission.
Audience:	The Focused Report is reviewed by the On-Site Reaffirmation Review Committee and Commission staff.
Report Presentation:	The narrative should focus on the areas identified by the Off-Site Review Committee. Repeat the findings of the Off-Site Committee, provide a narrative that leads the reader to a judgment of compliance, and provide documentation in support of the judgment. The report usually should not exceed three pages of narrative per citation, not including supporting documentation. Two print copies of the Focused Report should be submitted to Commission staff. Copies sent to the On-Site Review Committee may be print or electronic.
Due Date:	The Focused Report is sent to the On-Site Review Committee and Commission office four to six weeks in advance of the Committee's visit to campus.
Number of Copies:	One for each member of the On-Site Reaffirmation Review Committee and two for the Commission staff member.

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 <i>Principles of Accreditation</i> .
Audience:	The Response Report, along with the Committee Report and other documents, is reviewed by the Commission on Colleges 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.

Monitoring Report

- Definition:** A Monitoring Report addresses recommendations and continued concerns of compliance usually identified by the Committee on Compliance and Reports or the Executive Council. It usually follows the C & R Committee's review of an institution's response to a visiting committee report.
- Audience:** The Monitoring Report is reviewed by the Commission on Colleges 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 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 the Commission); and (4) prepare a response to the recommendation.
- Due Date:** The Monitoring Report is due on the date specified in the Commission President's notification letter. Requests for extensions to the date must be made to the President of the Commission two weeks in advance of the original due date. (See Commission policy "Deadlines for Submitting Reports.")
- Number of Copies:** See the letter from the President of the Commission requesting the Monitoring Report.

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