

## THE FIFTH-YEAR INTERIM REPORT: A SUMMARY

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. Additional Report Requested (as requested by the Board of Trustees)
  - V. QEP Impact Report
- Review of off-campus sites initiated since last reaffirmation but not reviewed by a committee

### Part III: Abbreviated Compliance Certification

#### Standards Reviewed

1.	CR 2.8	Number of full-time faculty
2.	CR 2.10	Student support services
3.	CS 3.2.8	Qualified administrative and academic officers
4.	CS 3.3.1.1	Institutional effectiveness: educational programs
5.	CS 3.4.3	Admissions policies
6.	CS 3.4.11	Qualified academic coordinators
7.	CS 3.11.3	Physical facilities
8.	FR 4.1	Student achievement
9.	FR 4.2	Program curriculum
10.	FR 4.3	Publication of policies
11.	FR 4.4	Program length
12.	FR 4.5	Student complaints
13.	FR 4.6	Recruitment materials
14.	FR 4.7/CS 3.10.3	Title IV program responsibilities/financial aid audits

- **Evaluators:** Committee to Review Fifth-Year Interim Reports composed of experienced off-site committee reviewers who conduct the review similar to that of the evaluation of the Compliance Certification at the time of reaffirmation. Four committees review approximately 10 institutions. Each of the four committees has five members: Coordinator, IE evaluator, student services evaluator, and two academic program evaluators. Two 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, (2) Request monitoring report which starts the two-year limited monitoring period, (3) Recommend placing the institution on a sanction, with a monitoring report, and w/without a visit to campus.

### Part IV: Additional Report/Fifth-Year Follow Up

Report addresses issues identified at the completion of the institution's last visiting committee review that require monitoring for verification of continued compliance with a standard. Submission by request of a previous C & R; not applicable to all institutions.

\* C & R Committee refers to a Committee on Compliance & Reports, one of four standing committees of the Board of Trustees that reviews institutional accreditation cases and makes recommendations to the full Board of Trustees.

- **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 w/without a visit to campus.

### **Part V: QEP Impact Report**

The QEP Impact Report asks institutions to address the following as relates to the QEP developed during its previous reaffirmation: (1) the title and a brief description of the institution's QEP as initially presented, (2) a succinct list of the initial goals and intended outcomes of the QEP, (3) a discussion of changes made to the QEP and the reasons from making those changes, and (4) a description of the QEP's direct impact on student learning, including the achievement of goals and outcomes as outlined in item three above, and unanticipated outcomes of the QEP, if any.

- **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 documented the implementation of its Plan regardless of changes needed throughout its delivery, provided adequate documentation of the assessment of the QEP's impact on student learning, and demonstrated sustained support for the project. No additional report required.
  - (2) Refer to C & R for review. The institution did not document the implementation of its Plan, the assessment of the QEP's impact on student learning, and the sustained support for the project. Institution is requested to provide an additional report in 12 months that documents progress in modifying and implementing the QEP. Report is forwarded to C & R for action that can include additional monitoring or negative action.

### **Review of Off-campus Sites initiated since Last Reaffirmation**

An institution is requested to undergo a COC committee visit to previously unvisited off-campus site(s) that were initiated since the institution's last reaffirmation and where students can obtain 50% or more of coursework toward the completion of an educational program. The areas of evaluation as applicable to the off-campus 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.

- **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, (3) Recommend placing the institution on a sanction, with a monitoring report, and w/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.
- 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.

### **Presentation of Reports**

Reports may be submitted in print form, DVD/CD, or thumb drive. Ensure that your report is user friendly with all info easily accessible to evaluators.

**Note:** Refer to <http://www.sacscoc.org/FifthYear.asp> for additional information.