



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

DEADLINES FOR REPORTS AND PROFILES

- Policy Statement -

Time Line for Institutional Responses to the Reports of Visiting Committees

In order to provide the Commission, or one of its standing committees, ample time to review the response of an institution to the report of the visiting committee, an institution is required to submit its response by the date requested by staff for consideration at either the Commission's Summer Meeting or its Annual Meeting in December. Action on the report of a visiting committee must take place no later than the second Commission meeting following the committee visit.

Request for Extension of Due Dates for Reports and Responses

An institution seeking an extension of the due date for the submission of a report or of a response to a Visiting Committee report must submit a written request *before* the original requested due date. The written request must describe reasons why the institution cannot meet the specified deadline. The President of the Commission will grant a delay only in unusual circumstances.

When the President of the Commission grants a delay in submission of a report or a response, the institution will be required to submit the information by the deadline established by the President. No reports or responses will be accepted later than ten working days prior to the meeting of the Commission and its standing committees.

If the institution does not seek permission for a delay and does not submit the report or response by the designated date, the Commission may take action on the institution's case without the benefit of an institutional report or response.

Request for Delay in Submitting Audit Reports and Management Letters Requested by the Commission or One of its Standing Committees

The following actions may be taken by the Commission or Commission staff regarding a request by an institution for a delay to submit an audit report and management letter by the due date indicated by the Commission on Colleges or one of its standing committees:

1. The President of the Commission must receive a written request *before* the due date of an institution's audit and management letter if the institution wants to request a delay in its submission. The written request must describe reasons why the institution cannot meet the specified deadline and must be accompanied by a written verification from the institution's auditor as to those reasons. The President of the Commission will grant a delay of the submission of an audit report and management letter only in unusual circumstances. In all cases in which exceptions are permitted by the President of the Commission, the institution will be required to submit the audit and management letter no later than ten working days in advance of the meeting of the Commission and its standing committees.

2. If the institution does not seek permission for a delay and does not submit the audit report and management letter by the designated date, the Commission on Colleges will be required to continue or place the institution on public sanction or remove the institution from membership for failure to provide requested information required to document compliance with Core Requirement 2.11.1 and Comprehensive Standard 3.10.1 of the *Principles of Accreditation*.

Reports Requested by the Commission on Colleges for Special Visits

An institution requested by the Commission on Colleges to submit a report (including requests for specific documentation and audit reports and management letters) prior to the on-site evaluation by a Special Committee must submit that report by the designated date to allow for preliminary review by the visiting committee members. If the institution fails to submit the report, the Special Committee visit may be canceled and the case will be forwarded to the Commission on Colleges for action at its next meeting. The Commission will take action on the institution's case without the benefit of an institutional report.

Materials Submitted by Institutions Scheduled for a Meeting on the Record with the Commission on Colleges

An institution meeting on the record with the Commission or with one of its standing committees to address compliance with the *Principles of Accreditation* may not submit reports later than ten working days prior to the meeting of the Commission or one of its standing committees. The institution may not provide additional materials, including video and audio presentations, to the Committee during the interview. All documents referred to during the meeting on the record must have been submitted by the date required.

The President of the Commission may grant an exception to the deadline for submitting documents only in unusual circumstances and only for previously unavailable significant documents. In such cases, the institution must petition the President in writing and include copies of the documents.

Commission Request for Additional Materials

The Commission on Colleges, one of its standing committees, or the President of the Commission may request additional documentation from an institution at anytime prior to the meeting of the Commission.

Late Institutional Profile Submission

For an institution that fails to submit a completed Institutional Profile by the date designated on the profile or submits incomplete information requested in the profile, the Commission will take the following steps:

1. The President of the Commission will send a letter to the institution requesting complete information by a specified date. The letter will be copied to the institution's file for the record.
2. If the institution does not submit the information by the extended date, the President of the Commission will send a second letter indicating that if the correct information is not submitted by a second extended date, the institution's case will be forwarded to the Commission for action, regardless of its eventual date of submission. (The second letter will be copied to the institution's file and to its board chair.)
3. The Commission may take any action appropriate to the case. If the institution has had previous notifications of late submissions in its file, the institution's complete record will be made available to the Commission at the time of the review.

Approved: Commission on Colleges, June 2003

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Updated in accord with the revised Principles: December 2006