

**Southern Association of Colleges and Schools
Commission on Colleges**

Mike Johnson's *New and Improved* Unofficial Reaffirmation Top 12 list

[It's too important to stop at 10!]

1	Think like the reviewer.
2	Start early.
3	If you think you are in compliance, then avoid using future tense in your narratives!
4	If you are clearly not in compliance, admit it and provide an action plan – here future tense is okay!
5	Do not shortchange resources devoted to the task.
6	Assessment matters – a lot.
7	Remember the QEP is about student learning and/or the learning environment.
8	Pay attention to the wording of the introduction to sections 2 - 4 of the <i>Principles</i> .*
9	Address ALL types of programs – distance learning, off-campus sites, evening programs, degree-completion programs and the like, in addition to your traditional programs.
10	Become familiar with Commission Policy Statements -- Standards 3.12 and 3.13 require you be in compliance with ALL of them!**
11	Use Commission publications, e.g., the <i>Resource Manual</i> and the <i>Handbook</i> – but pay special attention to the wording of the standards within the <i>Principles</i> !
12	Test websites off-campus on multiple browser setups; test CDs on multiple platforms.

* “Implicit in every [Core Requirement/Comprehensive Standard/Federal Requirement] mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.” This is being closely enforced especially for the following standards: CS 3.2.3; 3.2.5; 3.7.5; 4.5.

** These are on our website. The direct link is:
<http://www.sacscoc.org/policies.asp>

Call or email if you have questions
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NOTE: Please work through your campus accreditation liaison for general accreditation questions.

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