



Accreditation Maintenance Activities and Documentation
 ~ Public and Non-Public Institutions ~
 (for 2021 accreditation visits)

**WRITTEN PLANS, POLICIES AND PROCEDURES
 THAT MUST BE MAINTAINED AT ALL TIMES**

The following chart details, by standard, documentation that must be maintained at all times in order to demonstrate compliance with many accreditation criteria. (This is *not* an exhaustive list of all accreditation requirements.) The criteria specified in the chart reference the **2020 Standards Check Sheets** used by accreditation visiting teams in 2021.

Topic by Condition/Standard	Type of Documentation	Applicable Check Sheet Criteria Public/Non-Public Institutions
Conditions of Accreditation		
Transfer Policy(ies)	Policy(ies)	20
STANDARD 1 – Institutional Mission		
Public Information and Community Relations	Local Publications	12
STANDARD 2 – Educational Programs		
Admissions		
Institutional Admission	Policy(ies)/Procedure(s)	1-5
Admission for Vocational English-As-A-Second Language Programs	Procedure(s)	6
Admission by Exception	Policy(ies)/Procedure(s)	9-13
Programs		
Documenting Program Currency/Coursework Relevancy	Process(es)	7-8
Instruction		
Distance Education Student Identity Verification	Process(es)	23
Work-Based Activity Partners	Agreement(s)	25-27
Work-Based Activities	Plan	28-30
STANDARD 3 – Program and Institutional Outcomes		
Programs and Institutional Outcomes Follow-Up	Plan	14-21
STANDARD 4 – Strategic Planning		
Strategic Plan	Plan	1-9
STANDARD 5 – Learning Resources		
Media Services		
Media Services	Plan	1-9
Instructional Equipment		
Instructional Equipment Inventory	Procedure(s)	1
Emergency Equipment Purchases	Procedure(s)	2
Maintaining/Replacing or Disposing of Obsolete Equipment	Plan	4
Instructional Supplies		
Purchasing/Storing Instructional Supplies	Procedure(s)	2
Emergency Supplies Purchases	Procedure(s)	4

PLANS, POLICIES AND PROCEDURES (Continued)

		Applicable Check Sheet Criteria
Required Documentation	Type of Documentation	Public/Non-Public Institutions
STANDARD 6 – Physical Resources and Technical Infrastructure		
Adequacy and Improvement of Physical Facilities	Plan	1
Operation and Maintenance of Physical Facilities/Technical Infrastructure and if applicable, Distance Ed infrastructure	Plan	3-9
Health and Safety of Employees, Students, Guests Reporting and investigating incidents	Plan includes Procedure	11-14
Protection of the Institution’s Technical Infrastructure	Plan	15-20
STANDARD 7 – Financial Resources		
Auditing and Budgeting	Procedure(s)	5
Student Loan Repayment	Program	13
Refunds	Policy(ies)	19-23
STANDARD 8 – Human Resources		
General		
Faculty/Staff Complaints/Grievances	Procedure(s)	2
Effectiveness/Performance Evaluations of Full and Part-Time Staff	Procedure(s)	3
Employee Orientation	Procedure(s)	4
STANDARD 9 – Organizational Structure		
Organizational Relationships	Chart	5
STANDARD 10 – Student Services and Activities		
Title IV Student Loan Default Management	Plan	3
Student Orientation	Program	4
Student Retention	Plan	5-8
Student Grievances	Policy(ies)	9
Access to Coursework, Testing, Records	Procedure(s)	15
Student Transcripts	Procedure(s)	18
Placement Services	Plan	22-29
Effectiveness of Student Services	Plan	30-34