



**Accreditation Maintenance Activities and Documentation**  
 ~ Public and Non-Public Institutions ~  
 (For 2022 Accreditation Visits)

**WRITTEN PLANS, POLICIES, PROCESSES 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 **2021 Standards Check Sheets** used by accreditation visiting teams in 2022.

Criteria by Condition/Standard	Type of Documentation	Check Sheet Criteria Public/Non-Public Institutions
<b>Conditions of Accreditation</b>		
Publications (Website and Other Official Documentation)	Policy(ies)/Procedure(s)	20
<b>STANDARD 1 – Institutional Mission</b>		
N/A	N/A	N/A
<b>STANDARD 2 – Educational Programs</b>		
<b><i>Program Alignment and Administration</i></b>		
Systematic Process For Each Program	Process(es)	1-6
<b><i>Coursework Delivered via Distance Education</i></b>		
Distance Education Student Identity Verification	Process(es)	3
<b><i>Work-Based Activities</i></b>		
Work-Based Activity Partners	Agreement(s)	1-3
Work-Based Activities/Instructional Plan	Plan	4-6
<b>STANDARD 3 – Program Outcomes</b>		
Program Outcomes Follow-Up	Plan	17-21
<b>STANDARD 4 – Strategic Planning</b>		
Strategic Plan	Plan	1-9
<b>STANDARD 5 – Learning Resources</b>		
<b><i>Media Services</i></b>		
Media Services	Plan	1-9
<b><i>Instructional Equipment</i></b>		
Instructional Equipment Inventory	Procedure(s)	1
Emergency Equipment Purchases	Procedure(s)	2
Maintaining/Replacing or Disposing of Obsolete Equipment	Plan	4
<b><i>Instructional Supplies</i></b>		
Purchasing/Storing Instructional Supplies	Procedure(s)	2
Emergency Supplies Purchases	Procedure(s)	4

## PLANS, POLICIES, PROCESSES AND PROCEDURES (Continued)

Criteria by Condition/Standard		Check Sheet Criteria Public/Non-Public Institutions
Type of Documentation		
<b>STANDARD 6 – Physical Resources and Technical Infrastructure</b>		
Adequacy and Improvement of Physical Facilities & Technical Infrastructure and if applicable Distance Ed Infrastructure	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 To Maintain Readiness and Reporting and Investigating Incidents	Plan includes Procedure	11-14
Protection of the Institution’s Technical Infrastructure	Plan	16-21
<b>STANDARD 7 – Financial Resources</b>		
Auditing and Budgeting	Procedure(s)	4
Student Loan Repayment	Program	12
Refunds	Policy(ies)	18-22
<b>STANDARD 8 – Human Resources</b>		
<b>General</b>		
Faculty/Staff Complaints/Grievances	Procedure(s)	2
Effectiveness/Performance Evaluations of Full and Part-Time Staff	Procedure(s)	3
Employee Orientation	Procedure(s)	4
<b>STANDARD 9 – Organizational Structure</b>		
Organizational Relationships	Chart	5
<b>STANDARD 10 – Student Services and Activities</b>		
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
Admission	Policy(ies)/Procedure(s)	19
Admission By Exception, if applicable	Policy(ies)/Procedure(s)	21 a-e
Admission For Vocational English-As-A-Second Language	Policy(ies)/Procedure(s)	22
Placement Services	Plan	26-33
Effectiveness of Student Services	Plan	34-38