



Accreditation Maintenance Activities and Documentation
 ~ Public and Non-Public Institutions ~
 (For 2023 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 **2022 Standards Check Sheets** used by accreditation visiting teams in 2023.

Criteria by Condition/Standard	Type of Documentation	Check Sheet Criteria Public/Non-Public Institutions
Conditions of Accreditation		
Publications (Website and Other Official Documentation)	Website/Other Documents	20
STANDARD 1 – Institutional Mission		
N/A	N/A	N/A
STANDARD 2 – Postsecondary Educational Programs		
<i>Program Alignment and Administration</i>		
Systematic Process For Each Program	Process(es)	1-6
Program Approval and Administration	Policy(ies)/Procedure(s)	7
<i>Coursework Delivered via Distance Education or Hybrid</i>		
Distance Education Student Identity Verification	Process(es)	3
<i>Work-Based Activities</i>		
Work-Based Activity Partners	Agreement(s)	1-3
Work-Based Activities/Instructional Plan	Plan	4-6
STANDARD 3 – Program Outcomes		
Program Outcomes Follow-Up	Plan	16-23
STANDARD 4 – Strategic Planning		
Strategic Plan	Plan	1-8
STANDARD 5 – Learning Resources		
<i>Media Services</i>		
Media Services	Plan	1-9
<i>Instructional Equipment</i>		
Instructional Equipment Inventory	Procedure(s)	1
Emergency Equipment Purchases	Procedure(s)	2
Maintaining/Replacing or Disposing of Obsolete Equipment	Procedure(s)	4
<i>Instructional Supplies</i>		
Purchasing/Storing Instructional Supplies	Procedure(s)	2
Emergency Supplies Purchases	Procedure(s)	4

PLANS, POLICIES, PROCESSES AND PROCEDURES (Continued)

		Check Sheet Criteria
Criteria by Condition/Standard	Type of Documentation	Public/Non-Public Institutions
STANDARD 6 – Physical Resources and Technical Infrastructure		
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, and Guests to Maintain Readiness	Plan includes Procedure	11-14
Protection of the Institution’s Technical Infrastructure	Plan	16-21
STANDARD 7 – Financial Resources		
Auditing and Budgeting	Procedure(s)	4
Student Loan Repayment	Program	12
Refunds	Policy(ies)	18-22
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
Admission	Policy(ies)/Procedure(s)	19
Admission By Exception, if applicable	Policy(ies)/Procedure(s)	21 a-d
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