



Accreditation Maintenance Activities and Documentation
~ Public and Non-Public Institutions ~
(For 2024 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 always maintained 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 **2023 Standards Check Sheets** used by accreditation visiting teams in **2024**.

| Criteria by Condition/Standard | Type of Documentation | Check Sheet Criteria Public/Non-Public Institutions |
|---|--------------------------|--|
| Conditions of Accreditation | | |
| Publications (Website and Other Official Documentation) | Policy(ies)/Procedure(s) | 20 |
| STANDARD 1 – Institutional Mission | | |
| N/A | N/A | N/A |
| STANDARD 2 – Educational Programs | | |
| <i>Program Alignment and Administration</i> | | |
| Systematic Process for Each Program | Process(es) | 1-6 |
| Program - Institutional Policies and Procedures | Policy(ies)/Procedure(s) | 7 |
| <i>Instructional Activities</i> | | |
| Instructional Plan (Lesson Plans) | Plan | 1-8 |
| <i>Coursework Delivered via Distance Education or Hybrid</i> | | |
| Distance Education Student Identity Verification | Process(es) | 3 |
| <i>Work-Based Activities (Federal Institutions N/A)</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 | 16-21 |
| 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 | Plan | 4 |
| <i>Instructional Supplies</i> | | |
| 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 | | |
| STANDARD 6 – Physical Resources and Technical Infrastructure | | |
| Physical Resources | | |
| Plan For the Ongoing Operation and Maintenance of Physical Facilities | Plan | 1-7 |
| Health and Safety | | |
| Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and Investigating Incidents | Plan includes Procedure | 1-4 |
| Technical Infrastructure | | |
| Institution’s Technical Infrastructure | Plan | 1-7 |
| Procedures for Preserving and Protecting Student Coursework, Testing, and Records | Procedure(s) | 9 |
| STANDARD 7 – Financial Resources | | |
| Auditing and Budgeting | Procedure(s) | 4 |
| Student Loan Repayment <i>(Federal Institutions N/A)</i> | Program | 12 |
| Refunds <i>(Federal Institutions N/A)</i> | 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 |
| Plans, Provides, Supports, and Annually Documents Professional Growth Opportunities | Plan includes Procedure | 9 |
| STANDARD 9 – Organizational Structure | | |
| Organizational Relationships | Chart | 5 |
| STANDARD 10 – Student Services and Activities | | |
| Title IV Student Loan Default Management <i>(Federal Institutions N/A)</i> | Plan | 3 |
| Student Orientation | Program | 4 |
| Student Retention <i>(Federal Institutions N/A)</i> | Plan | 6-9 |
| Student Grievances | Policy(ies) | 10 |
| Access to Coursework, Testing, Records | Procedure(s) | 16 |
| Student Transcripts | Procedure(s) | 19 |
| Admission | Policy(ies)/Procedure(s) | 20 |
| Admission By Exception, <i>if applicable</i> | Policy(ies)/Procedure(s) | 22 a-d |
| Admission For Vocational English-As-A-Second Language <i>(Federal Institutions N/A)</i> | Policy(ies)/Procedure(s) | 23 |
| Placement Services <i>(Federal Institutions N/A)</i> | Plan | 27-34 |
| Effectiveness of Student Services | Plan | 35-39 |