

AUTHORITY AND STANDARDS
OF THE
MISSISSIPPI
COMMISSION ON COLLEGE ACCREDITATION

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I. AUTHORITY OF THE COMMISSION

Section 37-101-241, Mississippi Code of 1972.

There is hereby created the Commission on College Accreditation. Said Commission shall be composed of the Director of the Division of Junior Colleges in the State Department of Education, the Commissioner of Higher Education, and two additional members, one of whom shall be selected by the foregoing two members and who shall represent the private colleges within the state, and one of whom shall be selected by the Mississippi Association of Colleges. The latter two members shall each serve for a term of three years.

The Commission shall meet and organize by electing from among its membership a chairman, a vice-chairman and a secretary. The Commission shall keep full and complete minutes and records of all its proceedings and actions.

The Commission shall have the power and authority, and it shall be its duty, to prepare an approved list of junior and senior colleges and universities located in the State of Mississippi. In preparing the list of approved colleges and universities the Commission shall adopt standards which are in keeping with the best educational practices in accreditation and receive reports from the institutions seeking to be placed on the approved list.

All colleges and universities not already authorized to grant degrees to students graduating from their courses must be approved by the Commission in order to grant diplomas of graduation or degrees.

The provisions of this section shall not apply to private commercial schools and colleges.

II. MEETINGS OF THE COMMISSION

The Commission will meet annually prior to July 1. Additional meetings may be called as deemed necessary by the Chairman of the Commission or to hear the appeal of an institution in regard to a decision by the Commission affecting the institution's accreditation.

III. MINIMUM STANDARDS FOR ACCREDITATION

Each institution that seeks accreditation as specified in Section 37-101-241, Mississippi Code of 1972, shall supply an amplified statement of how it is meeting or proposes to meet the minimum standards delineated in this section.

A. For general purpose institutions:

- (1) The Commission has adopted as its standards the ~~criteria for~~ Principles of Accreditation of the Commission on Colleges, Southern Association of Colleges and Schools (COC-SACS). At minimum, official accreditation of an institution by the ~~Commission on Colleges~~ COC-SACS is required for full accreditation with the Commission. Each general purpose institution that has full accreditation must supply the Commission with copies of documentation of its COC-SACS accreditation status. Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.
- (2) Provisional accreditation may be awarded each year to the school that meets the following criteria for a period not to exceed seven years. The school must have made application and must be progressing toward accreditation by the ~~Commission on Colleges~~ COC-SACS.
 - (a) During each of the first ~~four~~ three years there should be clear and substantial progress in achieving candidate status with the ~~Commission on Colleges~~ COC-SACS, particularly on the ~~criteria 1.2, 4, 5.2, and 6.3~~ application of Core Requirements 2.1-2.11 and Comprehensive Standard 3.7.1 regarding qualifications of faculty.
 - (b) The institution should attain candidate status with the ~~Commission on Colleges, Southern Association of Colleges and Schools~~ COC-SACS, by the ~~fifth~~ fourth year.
 - (c) By the seventh year the institution should have attained full accreditation with the ~~Commission on Colleges~~ COC-SACS.
- (3) Annually, each general purpose institution ~~which~~ that has ~~Provisional Accreditation~~ Provisional Accreditation must supply the ~~Mississippi Commission on College Accreditation~~ Mississippi Commission on College Accreditation with copies of its report to the ~~Commission on Colleges~~ COC-SACS, and with a position report from the ~~Commission on Colleges~~ COC-SACS.

- (4) The Commission will consider accreditation of degree-granting institutions located outside Mississippi and/or that are accredited by a regional accrediting body other than the ~~Commission on Colleges, Southern Association of Colleges and Schools~~ COC-SACS;* provided however, the following conditions are met by the applicant institution:
- (a) The applicant institution is accredited by one of the other five regional accrediting bodies* whose standards and procedures are comparable or higher than those of the ~~Commission on Colleges, Southern Association of Colleges and Schools~~ COC-SACS;
 - (b) Evidence is provided by the applicant institution that the demand for the course/program cannot be met by existing higher education institutions in Mississippi;
 - (c) Offering is limited to a specific student population at a specific location; and,
 - (d) Course offering(s) is limited to upper (3rd and 4th year) and graduate levels.

* (The other five regional accrediting bodies are: (1) Middle States Association of Colleges and Schools, Commission on Higher Education; (2) New England Association of Schools and Colleges; (3) North Central Association of Colleges and Schools, Commission on Institutions of Higher Education; (4) Northwest Association of Schools and Colleges, Commission on Colleges; and (5) Western Association of Schools and Colleges.)

- (5) The Commission may grant the status of “~~C~~conditional Accreditation” to a newly-established institution making application for accreditation; provided however, that the institution meets all other requirements of the Commission and submits to the Commission documentation or a plan and time line for complying with the “~~Thirteen Conditions of Eligibility~~” of the ~~Commission on Colleges, Southern Association of Colleges and Schools~~ COC-SACS core requirements 2.1-2.11 and Comprehensive Standard 3.1.7. Additionally, the institution must submit a plan and time line for making application to and completing the accreditation process of the COC-SACS.

B. For Bible colleges:

- (1) To become eligible for ~~P~~provisional Accreditation from the ~~MCCA Commission~~, a Bible college must have received from the ~~American Association for Biblical Higher Education~~ Colleges applicant status or reasonable assurance of receiving applicant status within the year.
- (2) A Bible college may retain its state provisional accreditation for a period not to exceed five years. Upon achieving candidacy status with the ~~American Association~~

for Biblical Higher Education Colleges, a Bible college has three years to achieve full accreditation.

- (3) Annually, each Bible college ~~which~~ that has provisional accreditation must supply the ~~Mississippi Commission on College Accreditation~~ with copies of its reports to the ~~American~~ Association for Biblical Higher Education Colleges and with a position report from the ~~American~~ Association for Biblical Higher Education Colleges.
- (4) Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.
- (5) A Bible college will be eligible for full accreditation from the ~~Mississippi Commission on College Accreditation~~ when it receives full accreditation from the ~~American~~ Association for Biblical Higher Education Colleges.

C. For Theological seminaries:

- (1) To become eligible for provisional accreditation from the ~~MCCA~~ Commission, a seminary must have received from the Association of Theological Schools associate membership or reasonable assurance of receiving associate membership within the year.
- (2) A ~~s~~ Seminary may retain its state provisional accreditation for a period not to exceed five years. Upon achieving candidacy status with the Association of Theological Schools, a seminary has two years to achieve full accreditation.
- (3) Annually, each seminary which has provisional accreditation must supply the ~~MCCA~~ Commission with copies of its reports to the Association of Theological Schools and with a position report from the Association of Theological Schools.
- (4) Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.
- (5) A seminary will be eligible for full accreditation from the ~~Mississippi Commission on College Accreditation~~ when it receives full accreditation from the Association of Theological Schools.

IV. PROCEDURES

A. For institutions seeking ~~initial~~ accreditation:

- (1) Prior to filing a formal application, officials of the institution seeking the accreditation are encouraged to confer with the chair of the Mississippi Commission on College Accreditation.
- (2) Obtain a charter from the Secretary of State of the State of Mississippi.

An institution granted a charter by the Secretary of State shall not be authorized to grant diplomas of graduation or degrees until such time as it has been granted provisional or full accreditation by the Commission.

- (3) ~~Make application in the form of~~ Submit a letter of intent to the Commission on College Accreditation at least two months before formal application is made. The letter of intent shall include, but not be limited to, the following information:

- Name of proposed course(s) and/or degree program(s)
- Course level
- Method of instructional delivery
- Reason for request for accreditation
- Location of classes
- Anticipated start-up date
- Estimated enrollment
- Need for program and anticipated student market
- Documentation of institutional and discipline accreditation
- Expected outcomes

~~An institution granted a charter shall not be authorized to grant diplomas of graduation or degrees until such time as it has been granted provisional accreditation by the Commission.~~

- (4) Following the filing of the formal application and all the required information ~~on the forms provided~~, the chair of the Commission and the ~~C~~consultant ~~C~~committee appointed by the Commission, ~~if it is deemed appropriate and necessary, will~~ may visit the institution, at the expense of the applicant institution, at a pre-arranged time; ~~will~~ may confer with administration officers, faculty, students, and other individuals; and ~~will~~ may make such an examination as is necessary to give an accurate reflection of the institution's status.
- (5) The Commission will then analyze the application submitted by the institution and, if applicable, the report of the ~~C~~consultant ~~C~~committee, and will make a determination of whether the institution shall be granted provisional or full accreditation (as applicable).

- (6) ~~If granted p~~Provisional accreditation, such accreditation shall be effective for a maximum period of one year from the date of issuance and may be extended for not more than seven years for a general purpose institution and for not more than five years for a Bible college or a seminary, provided that a good faith effort has been made by the ~~college~~ institution each year to meet minimum standards of the Commission.
- (7) Each provisional accreditation issued by the Commission shall state specifically what degrees and programs the institution is authorized to offer and the period for which the accreditation is awarded.

B. For institutions seeking to extend ~~the~~ provisional accreditation:

- (1) On or before November 1 of each year, each institution with provisional or conditional accreditation shall file an annual report on ~~the~~ forms provided by the Commission. In the event an institution has submitted a report to an accrediting agency (regional, professional or special), such report shall be ~~filed~~ submitted to the Commission along with the Commission's required annual report to the Commission. Copies of reports received by the institution from its regional or national accrediting body should also be filed with the Commission.
- (2) The Commission may, if it is deemed necessary, direct the chair and a ~~C~~consultant ~~C~~committee to visit the applicant institution, at the expense of the applicant institution.
- (3) The Commission shall review the reports submitted by the institution and the report of the visiting team.

C. For institutions expanding education programs and degrees:

- (4) An institution which seeks to expand its education program and degrees to be conferred shall file an amendment to its original or annual report giving full documentation which the Commission shall evaluate. Documentation shall include an outline of the curriculum to be offered for the degree, the qualifications of the faculty to be involved in the program of study, the anticipated enrollment, the financial support for this proposed program, the library resources in support of the proposed program, and the relation of this proposed program to the purpose of the institution.

~~C~~D. For institutions ~~which~~ that discontinue operations:

- (1) Upon discontinuance of operation of an accredited institution, the chief executive officer or other responsible official shall have the duty to convey all student records to a safe place for storage (preferably electronic) and shall notify the Commission of the storage address, any changes in storage location, and fees.

- (2) The records of students shall be available for reproduction as requested by students.

DE. For institutions ~~which~~ that are in violation of standards and regulations:

- (1) Accreditation may be refused, revoked, or suspended for proof of violation of the standards or regulations.
- (2) The Commission shall take whatever action against colleges and universities it deems appropriate for violation of standards by the institutions. Such action may include, but not be limited to, deleting the name of the institution from the approved list; listing of the refusal, revocation or suspension of accreditation of the particular institution; the seeking of injunctive relief against the operation of the institution; and the initiation of any other sanctions provided by law.
- (3) Prior to the denial or withdrawal of any accreditation, the Commission shall serve notice thereof on the applicant by registered mail to the institution's last known address, together with a statement of the reasons for its actions.

EF. For the formation of consultant committees:

- (1) Each consultant committee appointed to visit a Bible college or theological seminary shall have as a part of its composition at least one member of the Commission.
- (2) Each consultant committee appointed to visit general-purpose institutions may be composed of at least three persons appointed by the chair of the Council on Study and Accreditation of the Mississippi Association of Colleges. The size of the committee shall be determined in relation to the nature, size and complexity of the institution being visited.
- (3) Each consultant committee shall be accompanied by the chair of the Commission or his designated representative who shall serve as the chair of the consultant committee.

EG. For appeal of a Commission decision:

- (1) An institution has two weeks after receiving notice of denial or withdrawal of any accreditation to notify the Commission in writing that it wishes a hearing to appeal the decision. If the institution plans to have legal counsel present at the hearing, it must so notify the Commission in writing prior to the hearing.
- (2) The Commission must schedule a hearing within 30 days after notification from an institution that it seeks an appeal.
- (3) The Commission will notify the institution of its decision following the hearing.

V. APPENDICES

STATE OF MISSISSIPPI
MISSISSIPPI COMMISSION ON COLLEGE ACCREDITATION

APPLICATION FOR ACCREDITATION

This form is to be completed by degree-granting institutions of higher learning that are accredited by one or more of the following accrediting bodies: Commission on Colleges of the Southern Association of Colleges and Schools (COC-SACS); Association of Theological Schools (ATS); or Association of Biblical Higher Education (ABHE); and seek accreditation by the Mississippi Commission on College Accreditation.

Send Application to: Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211
Phone: (601) 432-6372

Date of Application

Month Day Year

Name of Institution

Address of Institution

P.O. Box Street

City State Zip

Person Making Application

Name and Title (please print)

Signature of Institutional Head

Name and Title

PLEASE PROVIDE THE FOLLOWING AS ATTACHMENTS TO THIS FORM.

- Attachment 1.** Letter of Intent (as described in *IV Procedures, A(3) of Authority and Standards*)
- Attachment 2.** Documentation of institutional and departmental accreditation.
- Attachment 3.** Charter/certificate of authority from the Mississippi Secretary of State.(700 North Street, Jackson, MS 39202 [P. O. Box 136, Jackson, MS 39205-0136]); Phone: (601) 359-1633; <http://www.sos.state.ms.us/forms/forms.asp?Unit=Corporations>)
- Attachment 4.** (a) Description of degree programs/courses for which accreditation is sought. Include degree program name, length of program in semesters/years, course names, CIP codes, and semester credit hours for each course.
- (b) Location where classes will be taught
- (c) Name and mailing address of on-site administrator
- Attachment 5.** Estimated enrollment for first term of operation
- Attachment 6.** Schedule of tuition and fees
- Attachment 7.** Faculty qualifications: For each course for which accreditation is sought, list faculty names, rank (professor, associate professor, assistant professor, or instructor), most advanced degree, and conferring institution
- Attachment 8.** Location and extent of library resources
- Attachment 9.** Description of market to be served along with philosophy and
- Attachment 10.** Description of relationship of degree programs to be offered to the
- Attachment 11.** Earliest date for which site visit by Commission could be scheduled
- Attachment 12.** Current school catalog
-

Mississippi Commission on College Accreditation
ANNUAL REPORT FOR PROVISIONAL ACCREDITATION

Name of Institution: _____

Date of Report: _____

Address of Institution: _____

Person Completing Report: _____

Signature of Institutional Head: _____

Send report to: *Mississippi Commission on College Accreditation*
3825 Ridgewood Road
Jackson, MS 39211
Phone: (601) 432-6372

I. PURPOSE AND GOALS OF THE INSTITUTION

Philosophy:

Objectives:

Curriculum Programs:

II. ENROLLMENT

		Current Fall Term	Prior Fall Term
Freshman	Full-Time	_____	_____
	Part-Time	_____	_____
Sophomore	Full-Time	_____	_____
	Part-Time	_____	_____
Junior	Full-Time	_____	_____
	Part-Time	_____	_____
Senior	Full-Time	_____	_____
	Part-Time	_____	_____
Other	Full-Time	_____	_____
	Part-Time	_____	_____
TOTAL	Full-Time	_____	_____
	Part-Time	_____	_____
GRAND TOTAL		_____	_____

III. FINANCIAL RESOURCES AND EXPENSES FOR CURRENT OPERATIONS

	Prior FY	Current FY Budgeted
A. Expenditures - Fiscal Year _____		
Instruction & Departmental Expense	_____	_____
Library	_____	_____
Plant Operation & Maintenance	_____	_____
Student Services	_____	_____
General Administration	_____	_____
Other Expense	_____	_____
Total Education & General Expense	_____	_____
Total Student Aid	_____	_____
Total Auxiliary Enterprises	_____	_____
TOTAL EXPENSES	_____	_____
B. Revenues		
Student Fees	_____	_____
Endowment Income	_____	_____
Gifts & Grants	_____	_____
Other Sources	_____	_____
TOTAL INCOME	_____	_____

IV. CAPITAL OUTLAY RECEIPTS AND EXPENDITURES

A. Receipts		
Student Charges	_____	_____
Interest on Investments	_____	_____
Gifts and Grants	_____	_____
Other Sources	_____	_____
TOTAL CAPITAL FUNDS	_____	_____

	Prior FY	Current FY Budgeted
B. Expenditures		
Retirement of Principal Debt	_____	_____
Payment of Interest on Debt	_____	_____
Repairs & Renovations	_____	_____
New Construction	_____	_____
Other Expenses	_____	_____
TOTAL CAPITAL OUTLAY EXPENSE	_____	_____

C. Report of Physical Plant

1. Physical Plant Fixed Assets for FY Ending June 30, _____.

Book Value of Physical Plant Fixed Assets at Beginning of FY \$_____

Additions to Physical Plant Fixed Assets During the fiscal year:

- a. By Expenditures \$_____
- b. By Gift-in-Kind from Donor \$_____
- c. By Reappraisal of Plant Value \$_____
- d. By Other Additions \$_____
- e. TOTAL ADDITIONS DURING YEAR \$_____

Deductions from Physical Plant Fixed Assets
During Fiscal Year: \$_____

Book Value of Physical Plant Fixed Assets
At Ending of Fiscal Year: \$_____

2. **Indebtedness on Physical Plant for FY Ending June 30, _____.**

Balance and Transaction	Type of Facility		Total
	Educational and General	Auxiliary Enterprises	
Balance owed on principal at beginning of year	\$ _____	\$ _____	\$ _____
Additional principal borrowed during the year	\$ _____	\$ _____	\$ _____
Payments made on principal during the year	\$ _____	\$ _____	\$ _____
Balance owed on principal at ending of year	\$ _____	\$ _____	\$ _____
Of the balance owed at the ending of the fiscal year, how much was financed through:			
a. Other funds of the institution	\$ _____	\$ _____	\$ _____
b. Private sources outside the institution	\$ _____	\$ _____	\$ _____
c. Local government	\$ _____	\$ _____	\$ _____
d. State government	\$ _____	\$ _____	\$ _____
e. Federal government	\$ _____	\$ _____	\$ _____
Total of balance owed on principal at ending of year by source of financing	\$ _____	\$ _____	\$ _____

**INSTRUCTIONS FOR COMPLETION
OF CHARTS ON FACULTY ORGANIZATION AND QUALIFICATIONS
AND SUMMARY OF FACULTY BY DEPARTMENT**

- A. A department should be regarded as a discipline; do not use social science, natural science, humanities, etc., unless the area is uniquely one discipline.
 - B. Report each person only according to this major field of academic activity. If assigned to two or more fields, classify in the field of his or her principal competence.
 - C. Record the degree and graduate work only as they pertain to the field(s) in which the person is teaching.
-

- 1. Write "yes" or "no" for each department if major is or is not offered.
- 2. Record number of faculty with doctorate or other recognized terminal degree.
- 3. Record number of faculty with master's degree only.
- 4. Record number of faculty offering competency in lieu of a graduate degree and attach a sheet for each person explaining the competency.
- 5. Record number of faculty with bachelor's degree only.
- 6. Record number of faculty without bachelor's degree.
- 7. Number of graduate students employed as instructors or teaching fellows with responsibility for one or more courses.
- 8. Count total faculty, including graduate students having responsibility for teaching courses.

VI. LIBRARY

1. Attach a roster of the library staff, showing title, training, and specific duty or responsibility of each person.

2. Describe the library facilities as follows:

a. Sq. ft. of floor space allocated to library functions: _____ square feet

b. Of the total, estimate sq. ft. devoted to:

Stack areas for shelving volumes _____ square feet

Seating areas _____ square feet

Staff office and work areas _____ square feet

Other areas (lounges, corridors, etc.) _____ square feet

c. Number of users who can be seated at one time: _____ persons

3. Library Hours

Weekdays _____

Saturdays _____

Sundays _____

4. Number of hours of student assistance during year: _____ hours

Number of hours of other hourly assistance during year: _____ hours

5. For the library collection, complete the following as of the fiscal year ending June 30, _____.

A. Library materials, by type:

No. of volumes held at end of previous year _____

No. of volumes added during year _____

No. of volumes withdrawn during year _____

TOTAL NO. OF VOLUMES HELD AT END OF YEAR _____

Number of reels of microfilm
held at end of year _____

Number of serial titles, excluding
duplicates, being received at end of year _____

Of the number of serials, the number of
periodical titles, excluding duplicates,
being received at end of year _____

B. Analysis of Resources

NOTE: The two columns to be completed in this table refer to the first two items in "A" above.

Area	Classification D.C.	Classification L.C.	Percent of Total Collection	Percent of Total Acquisitions
Humanities and General Works	000, 100, 200 400, 700, 800	A, B, M, N, P, Z		
Social Sciences	300, 900	C, D, E, F, G, H, J, K, L		
Physical Sciences, Including Mathematics	500 - 599	Q - QE		
Biomedical Sciences	560 - 599 610 - 619	QH - QR R, S		
Technology (Engineering)	600 - 609 620 - 699	T, U, V		
Unclassified Materials (Including unclassified bound periodicals)				

LIBRARIAN

TRAINING:

EXPERIENCE:

DUTIES:

LIBRARY CLERICAL ASSISTANT

TRAINING:

EXPERIENCE:

DUTIES:

CHIEF ADMINISTRATIVE OFFICERS

Function of Official	Name	Title	Salary
Chief Executive Officer			
Chief Academic Officer			
Chief Business Officer			
Registrar			
Admissions Officer			
Affirmative Action Officer			
Director of Library			
Director of Summer Session			
Director of Extension			
Chief Student Personnel Officer			
Dean of Men			
Dean of Women			
Research Administrative Official			
Director of Institutional Research			
Director of Public Relations			
Director of Alumni Association			
Director of Student Financial Aid			
Deans of Colleges and Schools			

ANNUAL REPORT FOR PROVISIONAL ACCREDITATION

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211