

## **1. Authority of the Commission**

(1) There is hereby created the Commission on College Accreditation. Said commission shall be composed of the Executive Director of the State Board for Community and Junior Colleges, the Commissioner of Higher Education, or their designees, and three (3) additional members, one (1) of whom shall be selected by the foregoing two (2) members and who shall represent the private colleges within the state, and two (2) of whom shall be selected by the Mississippi Association of Colleges. The latter three (3) members shall each serve for a term of three (3) years.

(2) 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.

(3) The commission shall have the power and authority, and it shall be its duty, to prepare an approved list of community, junior and senior colleges and universities or other entities which offer one or more post-secondary academic degrees and are domiciled, incorporated or otherwise located in the State of Mississippi. Post-secondary academic degrees include, but are not limited to, associate, bachelor, masters and doctorate degrees. 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.

(4) The above-described community, junior and senior colleges and universities or other entities must be approved annually by the commission in order to grant diplomas of graduation, degrees or offer instruction.

(5) The commission shall petition the chancery court of the county in which a person or agent offers one or more post-secondary academic degrees subject to the provisions of this chapter or advertises for the offering of such degrees without having first obtained approval by the commission, for an order enjoining such offering or advertising. The court may grant such injunctive relief upon a showing that the respondent named in the petition is offering or advertising one or more post-secondary academic degrees without having obtained prior approval of the commission. The Attorney General or the district attorney of the district, including the county in which such action is brought, shall, upon request of the commission, represent the commission in bringing any such action.

(6) The provisions of this section shall not apply to private schools that are accredited by the Southern Association of Colleges and Schools (SACS) or to the proprietary schools as defined in Sections 75-60-3, 75-60-4 and 75-60-5.

(7) The Commission on College Accreditation may promulgate rules and regulations and establish appropriate fees for the implementation of this section.

(8) The commission shall have the power and authority, and it shall be its duty, to execute site visits when deemed necessary by the commission. The members of the commission and commission-appointed evaluation teams shall receive reasonable traveling expense and other authorized expenses incurred in the performance of commission duties, together with other expenses of the operation of the commission. The members of the Commission on College Accreditation shall serve without salary compensation, but shall receive a per diem and mileage as authorized by law including time of going to and returning from site visits of said commission, together with actual travel and hotel expenses incident to the site visits of the commission, and in the discharge of duties prescribed by the commission.

Source: § 37-101-241, *Mississippi Code of 1972, as amended* (Rev. 2009).

## **2. Meetings of the Commission**

The Commission will meet annually prior to July 1. Additional meetings may be called, as necessary, by the Chairman of the Commission.

## **3. General Provisions (GP)**

Each institution that seeks accreditation as specified in *Section 37-101-241, Mississippi Code of 1972*, shall supply a detailed statement of how it is meeting or proposes to meet the standards delineated in Section 4 and the provisions of Section 3.

No academic degree-granting institution shall operate in the State without first receiving approval from the Commission on College Accreditation (MCCA or Commission). Registration with the Secretary of State shall not constitute State authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees.

### **3.1 For general purpose institutions:**

- 3.1.1 The Commission recognizes the Commission on Colleges, Southern Association of Colleges and Schools (COC-SACS) accrediting commission. At minimum, an institution which holds official accreditation by the COC-SACS will be considered for full accreditation with the Commission. Each general purpose institution that has full COC-SACS accreditation must supply the Commission with 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.

3.1.2 The Commission will consider applications for MCCA accreditation from academic degree-granting institutions located outside Mississippi provided, however, the following conditions are met by the applicant institution:

3.1.2.1 The applicant institution is accredited by one of the six regional accrediting bodies\*; and

3.1.2.2 Evidence is provided by the applicant institution that the demand for the course/program cannot be met by existing higher education institutions in Mississippi.

\* (1) Commission on Colleges, Southern Association of Colleges and Schools; (2) Middle States Association of Colleges and Schools, Commission on Higher Education; (3) New England Association of Schools and Colleges; (4) North Central Association of Colleges and Schools, the Higher Learning Commission; (5) Northwest Commission on Colleges and Universities; and (6) Western Association of Schools and Colleges (WC/WJ).

3.2 For Bible colleges:

3.2.1 The Commission recognizes the Association for Biblical Higher Education (ABHE) accrediting commission. At minimum, an institution which holds official accreditation by ABHE will be considered for full accreditation by the Commission. Each Bible College that has full ABHE accreditation must supply the Commission with documentation of its ABHE accreditation status.

3.2.2 Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.

3.3 For Theological seminaries:

3.3.1 The Commission recognizes the Association of Theological Schools (ATS) accrediting commission. At minimum, an institution which holds official accreditation by ATS will be considered for full accreditation by the Commission. Each theological seminary that has full ATS accreditation must supply the Commission with documentation of its ATS accreditation status.

3.3.2 Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.

- 3.4 Colleges and universities for which Commission regulations, standards, policies, procedures and provisions do not apply include those colleges and universities that are under the authority of the Mississippi Commission on Proprietary School and College Registration or other approval boards and agencies listed at § 75-60-5, *Mississippi Code of 1972, as amended*.
- 3.5 Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.
- 3.6 Provisional accreditation may be granted to the institution which has been in operation five (5) or more years that has made application to MCCA and is progressing toward accreditation with a Commission-recognized accrediting agency. Provisional accreditation may also be granted to the institution that is located outside Mississippi, which is accredited by a Commission-recognized accrediting agency. The institution must continually demonstrate that it meets/can meet Commission standards, regulations, provisions, procedures and policies. Provisional accreditation may be granted for a period not to exceed three (3) years.
- 3.7 Conditional accreditation may be granted to an institution that has been in operation less than five (5) years; the Commission will evaluate the extent of the institution's compliance with SR 4.2.5 (Resources and Stability), SR 4.2.10 and 4.2.11 (Faculty Qualifications and Faculty Size), and SR 4.2.12 (Programs/Curricula) and the institution's potential for achieving accreditation. If conditional approval is granted, the institution must submit to the Commission documentation and a plan and time line for complying with all Commission standards, regulations, procedures, provisions and policies and completing the accreditation process with a Commission-recognized accrediting agency. Conditional accreditation may be granted for a period not to exceed three (3) years.
- 3.8 A Commission-appointed evaluation team may visit the institution if deemed necessary by the Commission; and shall visit the institution along with any Commission-recognized accrediting agency during each of its site visits to the institution. Said visits shall be at the expense of the institution.
- 3.9 Each institution with conditional or provisional accreditation must supply the Commission with, at minimum, an annual progress report no later than April 1 and copies of any correspondence received from any accrediting agency stating formal action taken by the accrediting agency. Other documents including site visit reports and documents commonly included as part of the accreditation process must be made available upon request by the Commission. The Commission may request more frequent progress reports.
- 3.10 Each institution holding full accreditation must notify the Commission within thirty (30) days regarding requests to any accrediting agencies for substantive changes, and must provide copies of any correspondence received from any accrediting agency stating formal action taken by the accrediting agency.

#### **4. Standards and Regulations (SR)**

*If a standard does not apply to the institution, the institution shall provide a detailed written justification and rationale as to why the standard does not apply.*

*For purposes of this section, Commission-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education Accrediting Commission.*

No academic degree-granting institution shall operate in the State without first receiving approval from the Commission on College Accreditation (MCCA or Commission). Registration with the Secretary of State shall not constitute State authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees. To meet the requirements for institutional accreditation or the renewal of existing institutional accreditation, the institution shall:

- 4.1 Be in compliance or progressing toward compliance with State standards, regulations, provisions, procedures and policies including but not limited to the standards set out below and/or the provisions in Section 3.
- 4.2 Meet the standards of quality for institutional accreditation as it relates to institutional mission, governance, administration, distinction of roles, resources and stability, financial records, evaluation and assessment, admissions, faculty qualification and size, curriculum, general education, credit for work completed outside a collegiate setting, library, facilities, academic records, accurate and fair disclosures, academic advising and counseling, and student rights and responsibilities.
  - 4.2.1 Mission. The institution has a clearly defined and published mission statement specific to the institution and appropriate to an institution of higher education, addressing teaching and learning and, where applicable, research and public service.
  - 4.2.2 Governance. The institution shall have a governing board consisting of at least five members. The institution's governing board shall be an active policy-making body, focused on promoting the mission of the institution, and shall exercise its authority to ensure that the mission of the institution is carried out. Members of the board shall represent the interests of the institution's constituencies of faculty, students, and supporters. The governing board shall ensure that the institution complies with Commission requirements.

- 4.2.3 Administration. The character, education, and experience in higher education of governing board members, administrators, supervisors, counselors, agents, and other institutional officers shall be such as may reasonably ensure that the institution can maintain the standards of the Commission and progress to accreditation within the time limits set by the Commission and Commission-recognized accrediting agency. The chief academic officer shall hold an appropriate graduate academic degree, and shall demonstrate sound aptitude for and experience with curriculum development and assessment; accreditation standards and processes as well as all relevant state regulations; leadership and development of faculty, including the promotion of scholarship, research, and service; and the promotion of student success. The institutional officers shall demonstrate a record of effective leadership in administering the institution.
- 4.2.4 Distinction of Roles. There shall be sufficient distinction among the roles and personnel of the governing board of the institution, the administration, and faculty to ensure their appropriate separation and independence.
- 4.2.5 Resources and Stability. The institution must have a sound financial base, demonstrated financial stability, and adequate physical resources to support the mission of the institution and the scope of its programs and services. The institution must, through ownership or formal arrangements or agreements, provide and support student and faculty access and user privileges to adequate library collections as well as to other learning/information resources consistent with the degrees offered; those collections and resources must be sufficient to support all its educational, research, and public service programs, as applicable.
- 4.2.6 Financial Records. Financial records and reports of the institution shall be kept and made separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports shall be kept in accordance with the guidelines of the National Association of College and University Business Officers as set forth in *College and University Business Administration*, current addition. An annual independent audit of all fiscal accounts of the educational institution shall be authorized by the governing board, shall be performed by a properly authorized certified public accountant or an appropriate governmental auditing agency\*, and shall be made available to the Commission upon request.

\*Refer to *College and University Business Administration*, current edition, available from the National Association of College and University Business Officers, One Dupont Circle N.W., Washington, DE 30036; and *Audits of Colleges and Universities and Audits of Not-for-Profit Organizations*, published by the American Institute of Certified Public Accountants.

- 4.2.7 Evaluation and Assessment. Continual and effective assessment, planning, and evaluation of all aspects of the institution shall be conducted to advance and improve the institution. These aspects include, but are not limited to, the academic program of teaching, research, and public services, if applicable; administration; financial planning and control; student services; facilities and equipment, and auxiliary enterprises.
- 4.2.8 Quality Enhancement. The institution shall provide to the Commission upon request and in all applications for approval evidence of its implementation of a plan for the systematic assessment of its effectiveness in promoting the quality of student achievement and development.
- 4.2.9 Admissions.
- 4.2.9.1 Upon the admission of a student to any undergraduate program, the institution shall document the student's level of preparation to undertake college level work by obtaining proof of the student's college record, high school graduation or General Educational Development (GED) certification and by assessing the academic skills of each entering student with an instrument approved by the GED Testing Service of the American Council on Education (ACE) administered by the State Board for Community and Junior Colleges, and otherwise complying with state standards, policies, procedures and requirements. If a GED is presented to be valid, the score must be at or above the passing level set by the ACE. The institution shall provide an effective program of remediation for students diagnosed with deficiencies in their preparation for collegiate study.
- 4.2.9.2 Upon the admission of a student to any graduate program, the institution shall document that the student is prepared to undertake graduate-level work by obtaining proof that the student holds a baccalaureate degree from an institution accredited by the Commission or a Commission-approved accrediting agency(1) to offer baccalaureate degrees, or a degree from a foreign institution equivalent to a baccalaureate degree from an accredited institution. The procedures used by the institution for establishing the equivalency of a foreign degree shall be consistent with the standards of evaluation approved by the National Council on the Evaluation of Foreign Education Credentials or its successor; or reviews from evaluation services provided through the American Association of Collegiate Registrars and Admission Officers.

4.2.10 Faculty Qualifications. The character, education, and experience in higher education of the faculty shall be such as may reasonably ensure that the students will receive an education consistent with the objectives of the course or program of study.

4.2.10.1 The institution employs competent members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualification of its faculty.

4.2.10.2 Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

4.2.10.3 Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

4.2.10.4 Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

4.2.10.5 Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

- 4.2.10.6 Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
- 4.2.11 Faculty Size. There shall be a sufficient number of faculty holding full-time teaching appointments who are resident and accessible to the students to ensure continuity and stability of the education program, adequate educational association between students and faculty and among the faculty members, and adequate opportunity for proper preparation for instruction and professional growth by faculty members. At the associate and baccalaureate levels, there shall be at least one full-time faculty member in each program. At the graduate level, there shall be at least four full-time members in each program.
- 4.2.12 Programs/Curricula.
- 4.2.12.1 The quality, content, and sequence of each course, curriculum, or program of instruction, training, or study shall be appropriate to the purpose of the institution and shall be such that the institution may reasonably and adequately achieve the stated objectives of the course or program. Each program shall adequately cover the breadth of knowledge of the discipline taught and course work must build on the knowledge of previous courses to increase the rigor of instruction and the learning of students in the discipline. Substantially all of the courses in the areas of specialization required for each degree program shall be offered in organized classes by the institution. An institution may offer no more than a very limited amount of for-credit coursework that does not directly relate to approved programs.
- 4.2.12.2 An academic associate degree must consist of at least 60 semester credit hours or 90 quarter credit hours and not more than 66 semester credit hours or 99 quarter credit hours. A baccalaureate degree must consist of at least 120 semester credit hours or 180 quarter credit hours. A master's degree must consist of at least 30- semester credit hours or 45 quarter credit hours of graduate level work past the baccalaureate degree.
- 4.2.12.3 Courses designed to correct deficiencies, remedial courses for associate and baccalaureate programs, and leveling courses for graduate programs, shall not count toward requirements for completion of the degree.

4.2.12.4 The degree level, degree designation, and the designation of the major course of study shall be appropriate to the curriculum offered and shall be accurately listed on the student's diploma and transcript.

#### 4.2.13 General Education.

4.2.13.1 Each academic associate degree program shall contain a general education component consisting of at least 15 semester credit hours or the equivalent. Each baccalaureate degree program shall contain a general education component consisting of at least 30 semester credit hours or the equivalent.

4.2.13.2 This component shall be drawn from each of the following areas: Humanities and Fine Arts, Social and Behavioral Sciences, and Natural Sciences and Mathematics. It shall include courses to develop skills in written and oral communication and basic computer instruction.

4.2.13.3 The applicant institution may arrange to have all or part of the general education component taught by another institution, provided that:

4.2.13.3.1 the applicant institution's faculty shall design the general education requirement;

4.2.13.3.2 there shall be a written agreement between the institutions specifying the applicant institutions' general education requirements and the manner in which they will be met by the providing institution;

4.2.13.3.3 at least one-half of the courses shall be offered in organized classes; and

4.2.13.3.4. the providing institution shall be accredited by a Commission-recognized accrediting agency.

#### 4.2.14 Noncredit to Credit.

4.2.14.1 The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.

4.2.14.2 In no instance may credit be awarded for life experience per se or merely for years of service in a position or job.

4.2.15 Library.

4.2.15.1 The institution shall have in its possession or direct control, properly catalogued, and readily available to its students and faculty a sufficient quality and variety of library holdings to support adequately its own curriculum. In addition, the institution shall supply access to educational resources appropriate to support its programs that are available by electronic delivery, including access to the Internet, and shall make these educational resources available in an active and effective manner.

4.2.15.2 The institution shall have adequate library facilities for the library holdings, space for study, and workspace for the librarian and library staff.

4.2.15.3 The librarian shall hold a graduate degree in library science from an institution accredited by a Commission-recognized accrediting agency. The librarian shall have authority to select and acquire resources with funds in the library budget, have interaction with faculty sufficient to ensure a library collection that supports the courses and programs offered, and have adequate interaction with students to support the library and research needs of the students.

4.2.15.4 Arrangements made with other libraries for the use of library materials shall be formalized in writing, the collection shall be validated by the institution to be appropriate for the program being offered, records of usage by the students shall be kept, and the library shall be reasonably accessible to the students and faculty.

4.2.16 Facilities. The institution shall have adequate space, equipment, and instructional materials to provide education of good quality. Student housing owned, maintained, or approved by the institution, if any, shall be appropriate, safe, and adequate.

4.2.17 Academic Records. The institution shall securely and permanently maintain adequate records of each student's academic performance.

4.2.17.1 The records for each student shall contain:

- 4.2.17.1.1 student contact and identification information, including address and telephone number;
- 4.2.17.1.2 records of admission documents, such as high school diploma or GED (if undergraduate) or undergraduate degree (if graduate);
- 4.2.17.1.3 records of all courses attempted, including grade; completion status of the student, including the diploma, degree or award conferred to the student; and
- 4.2.17.1.4 any other information typically contained in academic records.

4.2.17.2 Two copies of said records shall be maintained in secure places.

4.2.17.3 If the institution discontinues operation, the chief executive officer or other responsible official shall have the duty to convey all student records, including financial aid disposition, to a safe place for storage (preferably electronic storage) and shall notify the Commission within sixty (60) days of the storage address and applicable fees; and subsequently, of any changes in storage location. The records of students shall be available for reproduction as requested by students.

#### 4.2.18 Accurate and Fair Representation in Publications, Advertising, and Promotion.

4.2.18.1 Neither the institution nor its agents or other representatives shall engage in advertising recruiting, sales, collection, financial credit, or other practices of any type that are false, deceptive, misleading, or unfair. Likewise, all publications, by any medium, shall represent accurately and fairly the institution, its programs, available resources, tuition and fees, requirements, and accreditation status.

4.2.18.2 The institution shall provide students, prospective students prior to enrollment, and other interested persons with a catalog containing, at minimum, the following information:

- 4.2.18.2.1 the institution's mission;
- 4.2.18.2.2 a statement of admissions policies;

- 4.2.18.2.3 information describing the purpose, length, and objectives of the program or programs offered by the institution;
- 4.2.18.2.4 the schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study;
- 4.2.18.2.5 cancellation and refund policies;
- 4.2.18.2.6 a definition of the unit of credit as it applies at the institution;
- 4.2.18.2.7 an explanation of satisfactory progress as it applies at the institution, including an explanation of the grading or marking system;
- 4.2.18.2.8 the institution's calendar, including the beginning and ending dates for each instructional term, holidays, and registration dates;
- 4.2.18.2.9 a complete listing of each regularly employed faculty member showing name, area of assignment, rank, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
- 4.2.18.2.10 a complete listing of each administrator showing name, title, area of assignment, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
- 4.2.18.2.11 a statement of legal control with the names of the trustees, directors, and officers of the corporation;
- 4.2.18.2.12 a complete listing of all scholarships offered, if any;
- 4.2.18.2.13 a statement describing the nature and extent of available student services;
- 4.2.18.2.14 complete and clearly stated information about the transferability of credit to other postsecondary institutions including two-year and four-year colleges and universities;

- 4.2.18.2.15 any such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein; and
- 4.2.18.2.16 any disclosures specified by the Commission or defined in Commission standards, policies and procedures
- 4.2.18.3 The cancellation and refund policy of the institution shall be fair and shall be applied equitably.
- 4.2.18.4 The institution shall provide to each prospective student, newly-enrolled student, and returning student, complete and clearly presented information indicating the institution's current graduation rate by program and, if required by the Commission, job placement rate by program.
- 4.2.18.5 Any special requirements, or limitations, of program offerings must be made explicit in writing. Either a separate section in the catalog or a brochure separate from the catalog may accomplish this. However, if a brochure is produced, the student must also be given the regular catalog.
- 4.2.18.6 Upon satisfactory completion of the program of study, the student shall be given appropriate educational credentials indicating the degree level, degree designation, and the designation of the major course of study, and a transcript accurately listing the information typically found on such a document, subject to institutions' obligation, if any, to cooperate with the rules and regulations governing state and federally guaranteed student loans.
- 4.2.19 Academic Advising and Counseling. The institution shall provide an effective program of academic advising for all students enrolled. The program shall include orientation to the academic program, academic and personal counseling, career information and planning, placement assistance, and testing services.
- 4.2.20 Student Rights and Responsibilities. The institution shall establish and adhere to a clear and fair policy regarding due process in disciplinary matters, and publish this policy in a handbook, which shall include other rights and responsibilities of the students. This handbook shall be supplied to each student upon enrollment in the institution.

- 4.2.21 Records Storage (Institution Closures). Within sixty (60) days of its closure, the institution shall inform the Commission of its closure and must provide information to the Commission as set out in 5.5. The records of students shall be available for reproduction as requested by students. The Commission must be kept informed where students may obtain student financial and academic records.
- 4.2.22 Registration with Secretary of State. If not already incorporated or qualified to do business in the State of Mississippi, an institution shall apply to the Secretary of State for Articles of Incorporation or, in the case of a non-domesticated corporation, a Certificate of Authority; and submit to the Commission a copy of such Articles or Certificate, along with the application for accreditation.

Registration with the Secretary of State shall not constitute state authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees.

## 5. PROCEDURES (P)

*For purposes of this section, MCCA-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education accrediting commission.*

### 5.1. All institutions seeking accreditation:

- 5.1.1 Submit a written request for an application via regular or electronic mail. A non-refundable fee of \$100 will be assessed if an application packet is sent via regular mail.

Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211  
Email: mdykes@mississippi.edu (include MCCA Application in subject line)

- 5.1.2 If not already incorporated or qualified to do business in the State of Mississippi, an institution shall apply to the Secretary of State for Articles of Incorporation or, in the case of a non-domesticated corporation, a Certificate of Authority; and submit to the Commission a copy of such Articles or Certificate along with the application for accreditation.

Mississippi Secretary of State  
P. O. Box 136  
Jackson, Mississippi 39205-0136  
601.359.1633 or 800.256.3494

Any institution issued a charter of incorporation or certificate of authority by the Secretary of State shall not be authorized to grant diplomas of graduation or degrees until such time as the institution has been granted conditional, provisional or full accreditation by the Commission.

- 5.1.3 Submit the completed application along with a non-refundable application fee of \$3,000 to the Commission on College Accreditation at least four months before the annual meeting. The Commission considers complete applications at its annual meeting, which occurs in May or June.
- 5.1.4 The chair of the Commission and a Commission-appointed evaluation team may visit the institution, at the expense of the applicant institution, at a pre-arranged time; may confer with administration officers, faculty, students, and other individuals; and may make such an examination as is necessary to give an accurate reflection of the institution's status.
- 5.1.5 The Commission will review the application submitted by the institution and, if applicable, the report of the evaluation team, and will make a determination as to whether the institution shall be granted conditional, provisional or full accreditation.
- 5.1.6 If granted conditional or provisional accreditation, the accreditation shall be effective for a maximum period of one year from the date of issuance and may be extended for not more than three (3) years, provided that a good faith effort has been made by the institution each year to meet minimum standards and provisions of the Commission.
- 5.1.7 Each conditional, provisional, or full accreditation granted by the Commission shall state specifically what courses or degree programs the institution is authorized to offer, at which location(s), to what specific market (if applicable), and the period for which the accreditation is granted.
  - 5.1.7.1 Fully accredited institutions must submit status reports to the Commission upon request by the Commission.

## 5.2. Institutions seeking to extend provisional accreditation:

- 5.2.1 Each institution with provisional or conditional accreditation must submit, at minimum, an annual progress report to the Commission no later than April 1 on forms provided by the Commission. The Commission may request more frequent progress reports. Copies of all reports submitted by the institution to any Commission-recognized accrediting agencies along with copies of any correspondence received from an accrediting agency regarding formal action taken by that agency must be included and attached to the annual progress report. Other documents, including site visit reports and documents commonly included as part of the accreditation process, must be made available by the institution upon request by the Commission.
- 5.2.2 The Commission may direct the chair and evaluation team to visit the applicant institution, at the expense of the applicant institution.
- 5.2.3 The Commission shall consider the reports submitted by the institution and the report of the evaluation team.

## 5.3. Institutions seeking to expand education programs and degrees:

- 5.3.1 An institutions with provisional accreditation which seeks to expand its education programs and degrees to be conferred must submit an amendment to its original application or annual progress report giving full documentation. 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.
- 5.3.2 An institution that holds full accreditation, which seeks to expand its education programs and degrees to be conferred, must submit written notification to the Commission of its intent to apply to the appropriate Commission-recognized accrediting agency for program/degree expansion. The Commission will provide a letter to the accrediting agency certifying the status of the institution with the Commission. The institution shall notify the Commission of the final action taken by the accrediting agency regarding the institution's request.

#### 5.4 All institutions making other substantive changes:

- 5.4.1 The institution must inform the Commission immediately of any changes in the following areas: ownership, institution name, agents, faculty, programs of study, evaluation methods, job placement service, administrators, financial stability, the loss of financial aid program eligibility.

The Commission may request a report that includes a detailed description regarding how the change(s) will affect the institution's compliance with Commission standards, regulations, procedures, and policies.

The institution must submit to the Commission copies of any reports or correspondence submitted by the institution to any Commission-recognized accrediting agencies, along with copies of any correspondence received from the accrediting agencies regarding formal action taken by that agencies.

- 5.4.2 Commission accreditation is not transferable. In the event of a change in ownership of an institution, the new owner must apply for state accreditation within thirty (30) days after the change of ownership has occurred.

#### 5.5. All institutions that discontinue operations:

Upon discontinuance of operation of a state accredited institution, the chief executive officer or other responsible officer must provide to the Commission within sixty (60) days: proof of official closing date; last date of instruction (final class date); proof of reason for the closure; proof of method developed to assist students with the completion of their program of study and individual courses (teach-out/transfers); proof of notice sent to all currently enrolled students, notifying them of the closure; proof of notice given to students indicating where they may obtain any of their records; proof of disposition of student records, with a contact person, complete address, and telephone number and instructions on how any student records may be obtained and any fees involved; proof of notice sent to all students who have paid for any tuition and/or fees for future enrollment in a program of study or individual course informing them of the closure, and refund information.

- 5.5.1 The chief executive officer or other responsible official shall have the duty to convey all student records, including financial aid disposition, to a safe place for storage (preferably electronic storage) and shall notify the Commission of the storage address and telephone number, any changes in storage location, and applicable fees to obtain such records.

- 5.5.2 The records of students shall be available for reproduction as requested by students.

5.6. Institutions in violation of standards, regulations, policies and procedures:

- 5.6.1 Accreditation may be refused, revoked, or suspended for proof of violation of the standards, regulations, policies, and procedures.
- 5.6.2 The Commission shall take whatever action against colleges and universities it deems appropriate for violation of standards, regulations, policies, and procedures 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.
- 5.6.3 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.

5.7. Formation of Commission-appointed evaluation teams:

- 5.7.1 A Commission-appointed evaluation team may make an initial visit to an applicant institution and shall visit the institution along with any Commission-recognized accrediting agency during each of its site visits to the institution. Evaluation team visits shall be at the expense of the institution.
- 5.7.2 The size of the Commission-appointed evaluation team shall be determined in relation to the nature, size and complexity of the institution being visited.
- 5.7.3 Each Commission-appointed evaluation team shall be accompanied by the chair of the Commission or his/her designee who shall serve as the chair of the evaluation team.
- 5.7.4 All travel costs and expenses related to scheduled visits shall be paid by the institution.

5.8. Appeal of a Commission decision:

- 5.8.1 An institution must notify the Commission in writing within two (2) weeks after receiving notice of denial or withdrawal of any accreditation that it wishes a hearing to appeal the decision. The institution must also notify the Commission at that time if it plans to have legal counsel present at the hearing.

- 5.8.2 The Commission must schedule a hearing within sixty (60) days after receipt of notification from an institution that it seeks an appeal.
- 5.8.3 The Commission will notify the institution of its decision following the hearing.

## 1. AUTHORITY OF THE COMMISSION

~~Section 37-101-241, Mississippi Code of 1972, as amended.~~

There is hereby created the Commission on College Accreditation. Said commission shall be composed of the Executive Director of the State Board for Community and Junior Colleges, the Commissioner of Higher Education, or their designees, and three (3) ~~two (2)~~ additional members, one (1) of whom shall be selected by the foregoing two (2) members and who shall represent the private colleges within the state, and two (2) ~~one (1)~~ of whom shall be selected by the Mississippi Association of Colleges. The latter three (3) ~~two (2)~~ members shall each serve for a term of three (3) 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 community, junior and senior colleges and universities or other entities which offer one or more post-secondary academic degrees and are domiciled, incorporated or otherwise located in the State of Mississippi. Post-secondary academic degrees include, but are not limited to, associate, bachelor, masters and doctorate degrees. 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.

The above-described community, junior and senior colleges and universities or other entities must be approved annually by the commission in order to grant diplomas of graduation, degrees or offer instruction.

The commission shall petition the chancery court of the county in which a person or agent offers one or more post-secondary academic degrees subject to the provisions of this chapter or advertises for the offering of such degrees without having first obtained approval by the commission, for an order enjoining such offering or advertising. The court may grant such injunctive relief upon a showing that the respondent named in the petition is offering or advertising one or more post-secondary academic degrees without having obtained prior approval of the commission. The Attorney General or the district attorney of the district, including the county in which such action is brought, shall, upon request of the commission, represent the commission in bringing any such action.

The provisions of this section shall not apply to private schools that are accredited by the Southern Association of Colleges and Schools (SACS) or to the proprietary schools as defined in Sections 75-60-3, 75-60-4 and 75-60-5.

The Commission on College Accreditation may promulgate rules and regulations and establish appropriate fees for the implementation of this section.

The commission shall have the power and authority, and it shall be its duty, to execute site visits when deemed necessary by the commission. The members of the commission and commission-appointed evaluation teams shall receive reasonable traveling expense and other authorized expenses incurred in the performance of commission duties, together with other expenses of the operation of the commission. The members of the Commission on College Accreditation shall serve without salary compensation, but shall receive a per diem and mileage as authorized by law including time of going to and returning from site visits of said commission, together with actual travel and hotel expenses incident to the site visits of the commission, and in the discharge of duties prescribed by the commission.

Source: § 37-101-241, Mississippi Code of 1972, as amended (Rev. 2009).

## 2. MEETINGS OF THE COMMISSION

The Commission will meet annually prior to July 1. Additional meetings may be called, as necessary, by the Chairman of the Commission.

## 3. GENERAL PROVISIONS (GP)

Each institution that seeks accreditation as specified in *Section 37-101-241, Mississippi Code of 1972*, ~~Section 37-101-241, Mississippi Code of 1972~~, shall supply a detailed ~~an amplified~~ statement of how it is meeting or proposes to meet the standards delineated in Section 4 and the provisions of ~~Section 3~~this section.

No academic degree-granting institution shall operate in the State without first receiving approval from the Commission on College Accreditation (MCCA or Commission). Registration with the Secretary of State shall not constitute State authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees.

### 3.1 For general purpose institutions:

- 3.1.1 The Commission recognizes the Commission on Colleges, Southern Association of Colleges and Schools (COC-SACS) accrediting commission. At minimum, an institution which holds official accreditation by the COC-SACS will be considered for full accreditation with the Commission. Each general purpose institution that has full COC-SACS accreditation must supply the Commission with 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.

3.1.2 The Commission will consider applications for MCCA accreditation from academic degree-granting institutions located outside Mississippi provided, however, the following conditions are met by the applicant institution:

3.1.2.1 The applicant institution is accredited by one of the six regional accrediting bodies\*; and

3.1.2.2 Evidence is provided by the applicant institution that the demand for the course/program cannot be met by existing higher education institutions in Mississippi.

\* (1) Commission on Colleges, Southern Association of Colleges and Schools; (2) Middle States Association of Colleges and Schools, Commission on Higher Education; (3) New England Association of Schools and Colleges; (4) North Central Association of Colleges and Schools, the Higher Learning Commission ~~Commission on Institutions of Higher Education~~; (5) Northwest Commission on Colleges and Universities ~~Association of Schools and Colleges~~; and (6) Western Association of Schools and Colleges (WC/WJ).

3.2 For Bible colleges:

3.2.1 The Commission recognizes the Association for Biblical Higher Education (ABHE) accrediting commission. At minimum, an institution which holds official accreditation by ABHE will be considered for full accreditation by the Commission. Each Bible College that has full ABHE accreditation must supply the Commission with documentation of its ABHE accreditation status.

3.2.2 Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.

3.3 For Theological seminaries:

3.3.1 The Commission recognizes the Association of Theological Schools (ATS) accrediting commission. At minimum, an institution which holds official accreditation by ATS will be considered for full accreditation by the Commission. Each theological seminary that has full ATS accreditation must supply the Commission with documentation of its ATS accreditation status.

3.3.2 Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.

- 3.4 Colleges and universities for which Commission regulations, standards, policies, procedures and provisions do not apply include those colleges and universities that are under the authority of the Mississippi Commission on Proprietary School and College Registration or other approval boards and agencies listed at Section § 75-60-5, Mississippi Code of 1972, as amended.
- 3.5 ~~3.8~~ If an institution is granted conditional or provisional accreditation by the Commission, a Commission-appointed evaluation team may visit the institution if deemed necessary by the Commission; and shall visit the institution along with any the Commission-recognized accrediting agency, if any, during each of its site visits to the institution. Said visits shall be at the expense of the institution.
- 3.6 ~~3.5~~ Accreditation will be reviewed annually and a list of institutions and their relationship to the Commission shall be published annually after July 1.
- 3.7 ~~3.6~~ Provisional accreditation may be granted awarded each year to the institution which has been in operation five (5) or more years and that has made application to MCCA and is progressing toward accreditation by the a Commission-recognized accrediting agency. Provisional accreditation may also be granted to the institution that is located outside Mississippi, which is accredited by a Commission-recognized accrediting agency. The institution must have shown and continue to show continually demonstrate that it meets/can meet Commission standards, regulations, provisions, procedures and policies. Provisional accreditation may be granted for a period not to exceed three (3) years.
- 3.8 ~~3.7~~ Conditional approval accreditation may be granted to an institution that has been in operation less than five (5) years that has made application to the Commission provided, however, that the institution meets; the Commission will evaluate the extent of the institution's compliance with SR standards 4.2.5 (Resources and Stability), SR 4.2.10 and 4.2.11 (Faculty Qualifications and Faculty Size), and SR 4.2.12 (Programs/Curricula) and the institution's potential for achieving accreditation. If conditional approval is granted, the institution must and submits to the Commission documentation and a plan and time line for complying with all Commission standards, regulations, procedures, provisions and policies and completing the accreditation process with a Commission-recognized accrediting agency. Conditional accreditation may be granted for a period not to exceed three (3) years.
- 3.9 Each institution ~~that has~~ with conditional or provisional accreditation must supply the Commission with, at minimum, an annual progress report no later than April 1 and copies of any correspondence received from any accrediting agency stating formal action taken by the accrediting agency. Other documents including site visit reports and documents commonly included as part of the accreditation process must be made available upon request by the Commission. The Commission may request more frequent progress reports. its report to the accrediting agency, if any, along with a position report from the accrediting agency.

3.10 Each institution holding full accreditation must notify the Commission within thirty (30) days regarding requests to any accrediting agencies for substantive changes, and must provide copies of any correspondence received from any accrediting agency stating formal action taken by the accrediting agency.

#### 4. STANDARDS AND REGULATIONS

*Note:—If a standard does not apply to the institution, the institution shall provide a detailed written justification and rationale as to why the standard does not apply.*

*For purposes of this section, Commission-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education Accrediting Commission.*

No academic degree-granting institution shall operate in the State without first receiving approval from the Commission on College Accreditation (MCCA or Commission). Registration with the Secretary of State shall not constitute State authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees. To meet the requirements for institutional accreditation or the renewal of existing institutional accreditation, the institution shall:

4.1 Be in compliance or progressing toward compliance with State standards, regulations, provisions, procedures and policies including but not limited to the standards set out below and/or the provisions in Section 3.

4.2 Meet the standards of quality for institutional accreditation as it relates to institutional mission, governance, administration, distinction of roles, resources and stability, financial records, evaluation and assessment, admissions, faculty qualification and size, curriculum, general education, credit for work completed outside a collegiate setting, library, facilities, academic records, accurate and fair disclosures, academic advising and counseling, and student rights and responsibilities.

4.2.1 Mission. The institution has a clearly defined and published mission statement specific to the institution and appropriate to an institution of higher education, addressing teaching and learning and, where applicable, research and public service.

4.2.2 Governance. The institution shall have a governing board consisting of at least five members. The institution's governing board shall be an active policy-making body, focused on promoting the mission of the institution, and shall exercise its authority to ensure that the mission of the institution is carried out. Members of the board shall represent the interests of the institution's constituencies of faculty, students, and supporters. The governing board shall ensure that the institution complies with Commission requirements.

- 4.2.3 Administration. The character, education, and experience in higher education of governing board members, administrators, supervisors, counselors, agents, and other institutional officers shall be such as may reasonably ensure that the institution can maintain the standards of the Commission and progress to accreditation within the time limits set by the Commission and Commission-recognized accrediting agency. The chief academic officer shall hold an appropriate graduate academic degree, and shall demonstrate sound aptitude for and experience with curriculum development and assessment; accreditation standards and processes as well as all relevant state regulations; leadership and development of faculty, including the promotion of scholarship, research, and service; and the promotion of student success. The institutional officers shall demonstrate a record of effective leadership in administering the institution.
- 4.2.4 Distinction of Roles. There shall be sufficient distinction among the roles and personnel of the governing board of the institution, the administration, and faculty to ensure their appropriate separation and independence.
- 4.2.5 Resources and Stability. The institution must have a sound financial base, demonstrated financial stability, and adequate physical resources to support the mission of the institution and the scope of its programs and services. The institution must, through ownership or formal arrangements or agreements, provide and support student and faculty access and user privileges to adequate library collections as well as to other learning/information resources consistent with the degrees offered; those collections and resources must be sufficient to support all its educational, research, and public service programs, as applicable.
- 4.2.6 Financial Records. Financial records and reports of the institution shall be kept and made separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports ~~at a not-for-profit institution~~ shall be kept in accordance with the guidelines of the National Association of College and University Business Officers as set forth in *College and University Business Administration, current addition* (Sixth Edition), ~~or such later editions as may be published~~. An annual independent audit of all fiscal accounts of the educational institution shall be authorized by the governing board, shall be performed by a properly authorized certified public accountant or an appropriate governmental auditing agency\*, and shall be made available to the Commission upon request.

\*Refer to College and University Business Administration, current edition, available from the National Association of College and University Business Officers, One Dupont Circle N.W., Washington, DE 30036; and Audits of Colleges and Universities and Audits of Not-for-Profit Organizations, published by the American Institute of Certified Public Accountants.

- 4.2.7 Evaluation and Assessment. Continual and effective assessment, planning, and evaluation of all aspects of the institution shall be conducted to advance and improve the institution. These aspects include, but are not limited to, the academic program of teaching, research, and public services, if applicable; administration; financial planning and control; student services; facilities and equipment, and auxiliary enterprises.
- 4.2.8 Quality Enhancement. The institution shall provide to the Commission upon request and in all applications for approval evidence of its implementation of a plan for the systematic assessment of its effectiveness in promoting the quality of student achievement and development.
- 4.2.9 Admissions.
- 4.2.9.1 Upon the admission of a student to any undergraduate program, the institution shall document the student's level of preparation to undertake college level work by obtaining proof of the student's college record, high school graduation or General Educational Development (GED) certification and by assessing the academic skills of each entering student with an instrument approved by the GED Testing Service of the American Council on Education (ACE) administered by the State Board for Community and Junior Colleges, and otherwise complying with state standards, policies, procedures and requirements. If a GED is presented to be valid, the score must be at or above the passing level set by the ACE. The institution shall provide an effective program of remediation for students diagnosed with deficiencies in their preparation for collegiate study.
- 4.2.9.2 Upon the admission of a student to any graduate program, the institution shall document that the student is prepared to undertake graduate-level work by obtaining proof that the student holds a baccalaureate degree from an institution accredited by the Commission or a Commission-approved accrediting agency (1) to offer baccalaureate degrees, or a degree from a foreign institution equivalent to a baccalaureate degree from an accredited institution. The procedures used by the institution for establishing the equivalency of a foreign degree shall be consistent with the guidelines of standards of evaluation approved by the National Council on the Evaluation of Foreign Education Credentials or its successor; or reviews from evaluation services provided through the American Association of Collegiate Registrars and Admission Officers.

~~(1) For purposes of this section, Commission-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education Accrediting Commission.~~

- 4.2.10 Faculty Qualifications. The character, education, and experience in higher education of the faculty shall be such as may reasonably ensure that the students will receive an education consistent with the objectives of the course or program of study.
- 4.2.10.1 The institution employs competent members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualification of its faculty.
- 4.2.10.2 Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- 4.2.10.3 Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- 4.2.10.4 Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- 4.2.10.5 Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

- 4.2.10.6 Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
- 4.2.11 Faculty Size. There shall be a sufficient number of faculty holding full-time teaching appointments who are resident and accessible to the students to ensure continuity and stability of the education program, adequate educational association between students and faculty and among the faculty members, and adequate opportunity for proper preparation for instruction and professional growth by faculty members. At the associate and baccalaureate levels, there shall be at least one full-time faculty member in each program. At the graduate level, there shall be at least four full-time members in each program.
- 4.2.12 Programs/Curricula.
- 4.2.12.1 The quality, content, and sequence of each course, curriculum, or program of instruction, training, or study shall be appropriate to the purpose of the institution and shall be such that the institution may reasonably and adequately achieve the stated objectives of the course or program. Each program shall adequately cover the breadth of knowledge of the discipline taught and course work must build on the knowledge of previous courses to increase the rigor of instruction and the learning of students in the discipline. Substantially all of the courses in the areas of specialization required for each degree program shall be offered in organized classes by the institution. An institution may offer no more than a very limited amount of for-credit coursework that does not directly relate to approved programs.
- 4.2.12.2 An academic associate degree must consist of at least 60 semester credit hours or 90 quarter credit hours and not more than 66 semester credit hours or 99 quarter credit hours. A baccalaureate degree must consist of at least 120 semester credit hours or 180 quarter credit hours. A master's degree must consist of at least 30- semester credit hours or 45 quarter credit hours of graduate level work past the baccalaureate degree.
- 4.2.12.3 Courses designed to correct deficiencies, remedial courses for associate and baccalaureate programs, and leveling courses for graduate programs, shall not count toward requirements for completion of the degree.
- 4.2.12.4 The degree level, degree designation, and the designation of the major course of study shall be appropriate to the curriculum offered and shall be accurately listed on the student's diploma and transcript.

#### 4.2.13 General Education.

4.2.13.1 Each academic associate degree program shall contain a general education component consisting of at least 15 semester credit hours or the equivalent. Each baccalaureate degree program shall contain a general education component consisting of at least 30 semester credit hours or the equivalent.

4.2.13.2 This component shall be drawn from each of the following areas: Humanities and Fine Arts, Social and Behavioral Sciences, and Natural Sciences and Mathematics. It shall include courses to develop skills in written and oral communication and basic computer instruction.

4.2.13.3 The applicant institution may arrange to have all or part of the general education component taught by another institution, provided that:

4.2.13.3.1 the applicant institution's faculty shall design the general education requirement;

4.2.13.3.2 there shall be a written agreement between the institutions specifying the applicant institutions' general education requirements and the manner in which they will be met by the providing institution;

4.2.13.3.3 at least one-half of the courses shall be offered in organized classes; and

4.2.13.3.4. the providing institution shall be accredited by a Commission-recognized accrediting agency.

#### 4.2.14 Noncredit to Credit.

4.2.14.1 The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.

4.2.14.2 In no instance may credit be awarded for life experience per se or merely for years of service in a position or job.

#### 4.2.15 Library.

- 4.2.15.1 The institution shall have in its possession or direct control, properly catalogued, and readily available to its students and faculty a sufficient quality and variety of library holdings to support adequately its own curriculum. In addition, the institution shall supply access to educational resources appropriate to support its programs that are available by electronic delivery, including access to the Internet, and shall make these educational resources available in an active and effective manner.
- 4.2.15.2 The institution shall have adequate library facilities for the library holdings, space for study, and workspace for the librarian and library staff.
- 4.2.15.3 The librarian shall hold a graduate degree in library science from an institution accredited by a Commission-recognized accrediting agency. The librarian shall have authority to select and acquire resources with funds in the library budget, have interaction with faculty sufficient to ensure a library collection that supports the courses and programs offered, and have adequate interaction with students to support the library and research needs of the students.
- 4.2.15.4 Arrangements made with other libraries for the use of library materials shall be formalized in writing, the collection shall be validated by the institution to be appropriate for the program being offered, records of usage by the students shall be kept, and the library shall be reasonably accessible to the students and faculty.
- 4.2.16 Facilities. The institution shall have adequate space, equipment, and instructional materials to provide education of good quality. Student housing owned, maintained, or approved by the institution, if any, shall be appropriate, safe, and adequate.
- 4.2.17 Academic Records. The institution shall securely and permanently maintain adequate records of each student's academic performance.
  - 4.2.17.1 The records for each student shall contain:
    - 4.2.17.1.1 student contact and identification information, including address and telephone number;
    - 4.2.17.1.2 records of admission documents, such as high school diploma or GED (if undergraduate) or undergraduate degree (if graduate);

4.2.17.1.3 records of all courses attempted, including grade; completion status of the student, including the diploma, degree or award conferred to the student; and

4.2.17.1.4 any other information typically contained in academic records.

4.2.17.2 Two copies of said records shall be maintained in secure places.

4.2.17.3 If the institution discontinues operation, the chief executive officer or other responsible official shall have the duty to convey all student records, including financial aid disposition, to a safe place for storage (preferably electronic storage) and shall notify the Commission within sixty (60) days of the storage address and applicable fees; and subsequently, of any changes in storage location. The records of students shall be available for reproduction as requested by students.

#### 4.2.18 Accurate and Fair Representation in Publications, Advertising, and Promotion.

4.2.18.1 Neither the institution nor its agents or other representatives shall engage in advertising recruiting, sales, collection, financial credit, or other practices of any type that are false, deceptive, misleading, or unfair. Likewise, all publications, by any medium, shall represent accurately and fairly the institution, its programs, available resources, tuition and fees, requirements, and accreditation status.

4.2.18.2 The institution shall provide students, prospective students prior to enrollment, and other interested persons with a catalog containing, at minimum, the following information:

4.2.18.2.1 the institution's mission;

4.2.18.2.2 a statement of admissions policies;

4.2.18.2.3 information describing the purpose, length, and objectives of the program or programs offered by the institution;

4.2.18.2.4 the schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study;

4.2.18.2.5 cancellation and refund policies;

- 4.2.18.2.6 a definition of the unit of credit as it applies at the institution;
  - 4.2.18.2.7 an explanation of satisfactory progress as it applies at the institution, including an explanation of the grading or marking system;
  - 4.2.18.2.8 the institution's calendar, including the beginning and ending dates for each instructional term, holidays, and registration dates;
  - 4.2.18.2.9 a complete listing of each regularly employed faculty member showing name, area of assignment, rank, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
  - 4.2.18.2.10 a complete listing of each administrator showing name, title, area of assignment, and each earned degree held, including degree level, degree designation, and institution that awarded the degree;
  - 4.2.18.2.11 a statement of legal control with the names of the trustees, directors, and officers of the corporation;
  - 4.2.18.2.12 a complete listing of all scholarships offered, if any;
  - 4.2.18.2.13 a statement describing the nature and extent of available student services;
  - 4.2.18.2.14 complete and clearly stated information about the transferability of credit to other postsecondary institutions including two-year and four-year colleges and universities;
  - 4.2.18.2.15 any such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein; and
  - 4.2.18.2.16 any disclosures specified by the Commission or defined in Commission standards, policies and procedures
- 4.2.18.3 The cancellation and refund policy of the institution shall be fair and shall be applied equitably.

- 4.2.18.4 The institution shall provide to each prospective student, newly-enrolled student, and returning student, complete and clearly presented information indicating the institution's current graduation rate by program and, if required by the Commission, job placement rate by program.
- 4.2.18.5 Any special requirements, or limitations of program offerings must be made explicit in writing. Either a separate section in the catalog or a brochure separate from the catalog may accomplish this. However, if a brochure is produced, the student must also be given the regular catalog.
- 4.2.18.6 Upon satisfactory completion of the program of study, the student shall be given appropriate educational credentials indicating the degree level, degree designation, and the designation of the major course of study, and a transcript accurately listing the information typically found on such a document, subject to institutions' obligation, if any, to cooperate with the rules and regulations governing state and federally guaranteed student loans.
- 4.2.19 Academic Advising and Counseling. The institution shall provide an effective program of academic advising for all students enrolled. The program shall include orientation to the academic program, academic and personal counseling, career information and planning, placement assistance, and testing services.
- 4.2.20 Student Rights and Responsibilities. The institution shall establish and adhere to a clear and fair policy regarding due process in disciplinary matters, and publish this policy in a handbook, which shall include other rights and responsibilities of the students. This handbook shall be supplied to each student upon enrollment in the institution.
- 4.2.21 Records Storage (Institution Closures). Within sixty (60) days of its closure, the institution shall inform the Commission of its closure and must provide the Commission with information as set out in 5.5. The records of students shall be available for reproduction as requested by students. The Commission must be kept informed where students may obtain student financial and academic records.
- 4.2.22 Registration with Secretary of State. If not already incorporated or qualified to do business in the State of Mississippi, an institution shall apply to the Secretary of State for Articles of Incorporation or, in the case of a non-domesticated corporation, a Certificate of Authority; and submit to the Commission a copy of such Articles or Certificate, along with the application for accreditation.

**Note:**—Registration with the Secretary of State shall not constitute state authority, accreditation or approval to grant degrees or offer courses and programs leading to academic degrees.

## 5. PROCEDURES (P)

For purposes of this section, MCCA-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education accrediting commission.

### 5.1. For All institutions seeking accreditation:

- 5.1.1 Submit a written request for an application via regular or electronic mail. A non-refundable fee of \$100 will be assessed if an application packet is sent via regular mail. 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 or his/her representative to verify state requirements.

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

Email: [mdykes@mississippi.edu](mailto:mdykes@mississippi.edu) (include MCCA Application in subject line)

- 5.1.2 If not already incorporated or qualified to do business in the State of Mississippi, an institution shall apply to the Secretary of State for Articles of Incorporation or, in the case of a non-domesticated corporation, a Certificate of Authority; and submit to the Commission a copy of such Articles or Certificate along with the application for accreditation.

Mississippi Secretary of State  
P. O. Box 136  
Jackson, Mississippi 39205-0136  
601.359.1633 or 800.256.3494

<http://www.sos.state.ms.us/busserv/corp/corporations.asp>

<http://www.sos.state.ms.us/forms/forms.asp?Unit+Corporations>

Any institution issued ~~granted~~ a charter of incorporation or certificate of authority by the Secretary of State shall not be authorized to grant diplomas of graduation or degrees until such time as the institution it has been granted conditional, provisional or full accreditation by the Commission.

5.1.3 ~~Submit a letter of interest/intent (LOI) the completed application along with a non-refundable application fee of \$3,000 to the Commission on College Accreditation at least four two months before the annual meeting formal application is made. The Commission considers complete applications at its annual meeting, which occurs in May or June. will review the LOI and inform the institution whether an application should be submitted. The Commission takes action on letters of interest/intent and applications at its June and October meetings. The letter of interest/intent shall include, but may not be limited to, the following information:~~

- ~~Physical location of the institution~~
- ~~Name of proposed course(s) and/or degree program(s)~~
- ~~Course level~~
- ~~Method of instructional delivery~~
- ~~Reason for request for accreditation~~
- ~~Location where classes will be taught~~
- ~~Anticipated start-up date~~
- ~~Current enrollment or estimated enrollment for the first term of operation~~
- ~~Need for program and anticipated student market~~
- ~~Documentation of institutional and discipline accreditation~~
- ~~Expected outcomes~~

5.1.4 ~~If an application is requested, following the filing of the formal application and all the required information, Tthe chair of the Commission and a the Commission-appointed evaluation team appointed by the Commission may visit the institution, at the expense of the applicant institution, at a pre-arranged time; may confer with administration officers, faculty, students, and other individuals; and may make such an examination as is necessary to give an accurate reflection of the institution's status.~~

5.1.5 The Commission will ~~then analyze~~ review the application submitted by the institution and, if applicable, the report of the evaluation team, and will make a determination ~~as to of~~ whether the institution shall be granted conditional, provisional or full accreditation ~~(as applicable)~~.

5.1.6 If granted conditional or provisional accreditation, ~~the 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 three (3) years, provided that a good faith effort has been made by the institution each year to meet minimum standards and provisions of the Commission.

5.1.7 Each conditional, provisional, or full accreditation granted by the Commission shall state specifically what courses or degrees and programs the institution is authorized to offer, at which location(s), to what specific market (if applicable), and the period for which the accreditation is granted.

5.1.7.1 Fully accredited institutions must submit status reports to the Commission upon request by the Commission.

5.2. ~~For i~~Institutions seeking to extend provisional accreditation:

5.2.1 ~~On or before November 1 of each year, e~~Each institution with provisional or conditional accreditation must shall file submit, at minimum, an annual progress report to the Commission no later than April 1 on forms provided by the Commission. The Commission may request more frequent progress reports. Copies of all reports submitted by the institution to any Commission-recognized accrediting agencies along with copies of any correspondence received from an accrediting agency regarding formal action taken by that agency must be included and attached to the annual progress report. Other documents, including site visit reports and documents commonly included as part of the accreditation process, must be made available by the institution upon request by the Commission. ~~In the event an institution has submitted a report to an MCCA-recognized accrediting agency(1), such report shall be submitted to the Commission along with the Commission required annual report. Copies of reports received by the institution from the accrediting body should also be filed with the Commission.~~

~~(1) For purposes of this section, MCCA-approved accrediting agency means any of the six regional accrediting agencies, the Association of Theological Schools accrediting commission and the Association of Biblical Higher Education accrediting commission.~~

5.2.2 The Commission may, ~~if it is deemed necessary,~~ direct the chair and evaluation team to visit the applicant institution, at the expense of the applicant institution.

5.2.3 The Commission shall consider review the reports submitted by the institution and the report of the evaluation ~~visiting~~ team.

5.3. ~~For i~~Institutions expanding education programs and degrees:

5.3.1 An institutions with provisional accreditation which seeks to expand its education programs and degrees to be conferred must submit ~~shall file~~ an amendment to its original application or annual progress 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.

5.3.2 An institution ~~that which~~ holds full accreditation, which seeks to expand its education programs and degrees to be conferred, must shall submit written notification to a letter notifying the Commission of its intent to apply to the appropriate Commission-recognized accrediting agency for program/degree expansion. The Commission will provide a letter to the accrediting agency certifying the status of the institution with the Commission. The institution shall notify inform the Commission of the final action taken by ~~of~~ the accrediting agency regarding the institution's request.

5.4 ~~For~~ All institutions making other substantive changes:

5.4.1 The institution must inform the Commission immediately of any changes in the following areas: ownership, institution name, agents, faculty, programs of study, evaluation methods, job placement service, administrators, financial stability, the loss of financial aid program eligibility.

The Commission may request a report that includes a detailed description regarding how the such change(s) will affect the institution's compliance with Commission standards, regulations, procedures, and policies.

The institution must submit to the Commission copies of any reports or correspondence submitted by the institution to any Commission-recognized accrediting agencies, along with copies of any correspondence received from the accrediting agencies regarding formal action taken by that agencies.

5.4.2 Commission accreditation is not transferable. In the event of a change ~~of~~ in ownership of an institution, the new owner must apply for state accreditation within thirty (30) days after the change of ownership has occurred.

5.5. ~~For~~ All institutions that discontinue operations:

Upon discontinuance of operation of a state accredited institution, the institution chief executive officer or other responsible officer must provide to inform the Commission within

sixty (60) days of: proof of official closing date; last date of instruction (final class date); proof of reason for the closure; proof of method developed to assist students with the completion of their program of study and individual courses (teach-out/transfers); proof of notice sent to all currently enrolled students, notifying them of the closure; proof of notice given to students indicating where they may obtain any of their records; proof of disposition of student records, with a contact person, complete address, and telephone number and instructions on how any student records may be obtained and any fees involved; proof of notice sent to all students who have paid for any tuition and/or fees for future enrollment in a program of study or individual course informing them of the closure, and refund information.

5.5.1 The chief executive officer or other responsible official shall have the duty to convey all student records, including financial aid disposition, to a safe place for storage (preferably electronic storage) and shall notify the Commission of the storage address and telephone number, any changes in storage location, and applicable fees to obtain such records.

5.5.2 The records of students shall be available for reproduction as requested by students.

5.6. ~~For i~~Institutions ~~that are~~ in violation of standards, regulations, policies and procedures:

5.6.1 Accreditation may be refused, revoked, or suspended for proof of violation of the standards, regulations, policies, and procedures.

5.6.2 The Commission shall take whatever action against colleges and universities it deems appropriate for violation of standards, regulations, policies, and procedures 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.

5.6.3 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.

5.7. ~~For the f~~Formation of Commission-appointed evaluation teams:

5.7.1 A Commission-appointed evaluation team may make an initial visit to an applicant institution and shall visit the institution along with ~~the~~ any Commission-recognized accrediting agency, if any, during each of its site visits to the institution. Evaluation team visits shall be at the expense of the institution.

- 5.7.2 The size of the Commission-appointed evaluation team shall be determined in relation to the nature, size and complexity of the institution being visited.
- 5.7.3 Each Commission-appointed evaluation team shall be accompanied by the chair of the Commission or his/her designated representative who shall serve as the chair of the evaluation team.
- 5.7.4 All travel costs and expenses related to scheduled visits shall be paid by the institution.

5.8. ~~For a~~ Appeal of a Commission decision:

- 5.8.1 An institution must notify the Commission in writing within ~~has two (2) 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 must also notify the Commission at that time if it plans to have legal counsel present at the hearing, it must so notify the Commission in writing prior to the hearing.
- 5.8.2 The Commission must schedule a hearing within sixty (60) days after receipt of notification from an institution that it seeks an appeal.
- 5.8.3 The Commission will notify the institution of its decision following the hearing.

~~6. APPENDICES~~

~~Appendix 1~~

~~STATE OF MISSISSIPPI~~

~~MISSISSIPPI COMMISSION ON COLLEGE ACCREDITATION~~

~~LETTER OF INTEREST/INTENT (LOI)~~

~~This form is to be completed by degree-granting institutions of higher learning that are seeking accreditation by the Mississippi Commission on College Accreditation.~~

~~Send LOI to: Mississippi Commission on College Accreditation~~

~~\_\_\_\_\_ 3825 Ridgewood Road~~

~~\_\_\_\_\_ Jackson, MS 39211~~

~~\_\_\_\_\_ Phone: (601) 432-6372~~

~~Date of Letter of Intent~~

~~\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year~~

~~Name of Institution \_\_\_\_\_~~

Address of Institution \_\_\_\_\_  
 \_\_\_\_\_ Street Address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person Submitting  
 Letter of Intent \_\_\_\_\_  
 \_\_\_\_\_ Name and Title (please print)

Signature of  
 Institutional Head \_\_\_\_\_  
 \_\_\_\_\_ Name and Title

---

**A LETTER OF INTEREST/INTENT SHOULD INCLUDE, AT MINIMUM, THE FOLLOWING INFORMATION:**

- Physical address (location) of the institution
- Name of proposed course(s) and/or degree program(s)
- Course level
- Method of instructional delivery
- Reason for request for accreditation
- Location where classes will be taught
- Anticipated start-up date
- Current enrollment or estimated enrollment for first term of operation
- Need for course(s) and/or program(s) and anticipated student market
- Documentation of institutional and discipline accreditation
- Expected outcomes for educational course(s) and/or programs and administrative and educational support services

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Appendix 2  
 Mississippi Commission on College Accreditation

ANNUAL REPORT FOR PROVISIONAL APPROVAL

Name of Institution: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Physical 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 \_\_\_\_\_ Prior Fall \_\_\_\_\_  
\_\_\_\_\_ Term \_\_\_\_\_ 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**

— Current FY  
— Prior 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** \_\_\_\_\_

— Current FY

— Prior 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 YEARS** \_\_\_\_\_ \$ \_\_\_\_\_

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, \_\_\_\_\_.

Type of Facility

Educational \_\_\_\_\_ Auxiliary \_\_\_\_\_  
 Balance and Transaction \_\_\_\_\_ and General \_\_\_\_\_ Enterprises \_\_\_\_\_ Total \_\_\_\_\_

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 institutions	\$ _____	\$ _____	\$ _____
c. Local government	\$ _____	\$ _____	\$ _____
d. State government	\$ _____	\$ _____	\$ _____
e. Federal government	\$ _____	\$ _____	\$ _____
Total of balance owed on principal at ending of year by source of financing	\$ _____	\$ _____	\$ _____

3. Investment of Endowment by Book and Market Value, Earnings, and Realized Gains for the Fiscal Year Ending June 30, \_\_\_\_\_.

Balance of Transaction \_\_\_\_\_ Amount \_\_\_\_\_

Value of investment at the beginning of the fiscal year:

a. Book Value \_\_\_\_\_ \$ \_\_\_\_\_

b. Market Value \_\_\_\_\_ \$ \_\_\_\_\_

Value of investment at the  
end of the fiscal year:

a. Book Value \_\_\_\_\_ \$ \_\_\_\_\_

b. Market Value \_\_\_\_\_ \$ \_\_\_\_\_

Income from investment for the fiscal year:

a. Earnings (rents, dividends,  
interest, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

b. Realized gains from appreciation  
of investment \_\_\_\_\_ \$ \_\_\_\_\_

4. Describe the Process by Which:

a. The budget is prepared:

b. The budget is managed (If an agency outside the institution exercises any management or control of the budget, please explain.)

NOTE: Please attach a copy of the most recent audit and a copy of the current budget.

~~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.~~



**SUMMARY OF FACULTY BY DEPARTMENT**

(Instructions are on following page. Duplicate form as necessary.)

Name of Department: \_\_\_\_\_

Major Offered	B u s i n e s s	Edu c a t i o n	Fine Arts	Mat h	Physic al Educat ion	Religi on-& Philos ophy	Seie nce	Socia l Scien ces	Tot al
Indicate "Yes" or "No" if Offered									
1. No. of Faculty with Doctorate									
2. No. of Faculty with Masters									
3. No. of Faculty Offering Competency in Lieu of Graduate Degree									
4. No. of Faculty With Bachelor's									
5. No. of Faculty Without Bachelor's									
6. No. of Graduate Students on Staff									
7. SUM OF ITEMS 1-6									

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

e. 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**

<b>Function of Official</b>	<b>Name</b>	<b>Title</b>	<b>Salary</b>
<del>Chief Executive Officer</del>			
<del>Chief Academic Officer</del>			
<del>Chief Financial Officer</del>			
<del>Chief Student Affairs Officer</del>			
<del>Other Administrative Officers:</del>			