

Guidelines for Preparing SACS Committee Reports of Status of Compliance

Each SACS Committee is responsible for evaluating the College's status of compliance with one or more of the core requirements, comprehensive standards, and federal requirements listed in *The Principles of Accreditation: Foundation for Quality Enhancement* booklet (a.k.a. "brown" book).

The Committee reports will be the preliminary draft of the College's *Compliance Certification* document. Consequently, it is very important to adhere to the format SACS has established for this report. The Committees will contribute to Part 3: Institutional Assessment of Compliance in the *Compliance Certification* document. The Compliance Certification document is available in each committee's SACS Document folder on the server.

Following are directions for preparing the SACS Committee Reports.

1. Access the SACS *Compliance Certification* document in the SACS Document Folder or email attachment.
2. Go to Part 3: Institutional Assessment of Compliance. All of the Core Requirements, Comprehensive Standards, and Federal Requirements are stated in this section of the document. *Committees do not have to retype or alter the Core Requirements, Comprehensive Standard, or Federal Requirements statements.*
3. Review criteria for attestation of compliance, partial compliance, and non-compliance.
4. Locate the Core Requirement(s), Comprehensive Standard(s), and Federal Requirement(s) that your committee has addressed as part of the self-study.
5. Indicate the Committee's assessment of compliance, partial compliance, or non-compliance by placing an "X" in front of the appropriate judgment.
6. Write a narrative that provides information to support the claim of compliance, identifies aspects that are not in compliance, or provides reasons for non-compliance. Additional considerations for writing the narrative include:
 - a. Every aspect of the requirement or standard must be addressed.
 - b. Documents cited as evidence of compliance must be directly relevant to the particular requirement or standard.

- c. Titles of documents must be accurate and each reference to the document must be consistent.
 - d. Provide the exact location within a document of information being presented as evidence.
 - e. Identify the organizational unit that is responsible for or relevant to the particular requirement/standard.
 - f. If the Committee has determined that the College is partially or non-compliant with a requirement/standard, its recommendations and timeframe for achieving compliance should be listed.
 - g. Provide an alphabetical list of the support documents cited for each requirement/standard. Provide links to or attachments of electronic support documents.
 - h. Give hard copies of non-electronic support documents to the SACS Liaison Office.
7. If the Committee has collected information and documentation in response to its charge that is not directly related to a SACS requirement or standard or is provided for internal use only, that information should be reported in an *Addendum to the Certification of Compliance*.
 8. The deadline for submitting Committee reports to the SACS Liaison Office is 4 p.m., December 16, 2005. The report should be submitted electronically, via email, to _____. A hard copy of the Committee's report should be submitted with any hard copy documents on the same day.
 9. The Committees may be asked to provide clarification or additional information as the reports are reviewed by the Compliance Writing Team.
 10. Questions about these guidelines may be directed to Juanita F. Buford, Ed.D., chair, SACS Steering Committee, Annie W. Neal, Ph.D., co-chair, SACS Steering Committee, or Anna C. Epps, Ph.D., SACS Liaison. Questions about submitting the report electronically may be directed to Ms. Patricia Hammock, executive assistant to the SACS Liaison.