



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

1866 Southern Lane • Decatur, Georgia 30033-4097

Telephone 404/679-4500 Fax 404/679-4558

www.sacscoc.org

MEMORANDUM

To: Reaffirmation Class 2015, Track A Institutions
From: Carol A. Luthman, Director, Commission Support *cal*
Re: Fifth-Year Interim Report

At the SACSCOC Annual Meeting, and from correspondence received since then, we learned that several institutions scheduled for review of their Fifth-Year Interim Reports in December 2010 had not received their November 2009 notification. Consequently, we are resending a copy of your respective letter and the enclosures. Even though some institutions had indicated receipt, we are resending to all 39 institutions.

In addition to the letter, one of the enclosures is the October 2009 version of the Fifth-Year Interim Report. The only differences between the October 2009 version and the February 2009 version are the modified guidelines for the electronic submission of documents and for packaging the documents. In addition, we have renamed Part III so that it is now called "Fifth-Year Compliance Certification" rather than "Abbreviated Compliance Certification"—a title that confused institutions into believing that the requirements for documenting compliance were less than at the time of the decennial review.

Two other enclosures are an "Overview of the Process" and "Directions for Completion of Part III of the Fifth-Year Interim Report." The last document is designed to assist institutions in the completion of Part III of the Report. We are in the process of updating the document to include additional information gained from the December review of Fifth-Year Reports. That revised document is scheduled to be posted on the Commission's Web page by March 1.

Because some institutions did not receive their initial notifications, the ***due date for submission of the Fifth-Year Interim Reports has changed from September 15 to October 15, 2010.*** For the four institutions required to submit an additional report as described in Part IV of the document, that due date will remain September 7, 2010.

In the near future, you will receive an email from me checking to make sure that you have received all documents. In the interim, if you have any questions about the enclosures, please contact me at cluthman@sacscoc.org. Thank you.

Enclosures



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

1866 Southern Lane • Decatur, Georgia 30033-4097

Telephone 404/679-4500 Fax 404/679-4558

www.sacscoc.org

November 10, 2009

Dr. Stephen C. Scott
President
Wake Technical Community College
9101 Fayetteville Road
Raleigh, NC 27603-5696

Dear Dr. Scott:

The Commission on Colleges of the Southern Association of Colleges and Schools is one of only a few accrediting commissions that conducts a comprehensive review of its institutions every ten years. Most accrediting agencies conduct such reviews every 5 to 7 years. The U.S. Department of Education requires accrediting agencies that it recognizes to monitor its institutions more often to ensure that institutions having access to federal funds continue to meet the criteria of the USDOE.

To that end, the Commission has developed a Fifth-Year Interim Report. The report has five parts:

- Part I: Signatures Attesting to Integrity (*applicable to all institutions*)
- Part II: An Abbreviated Institutional Summary Form Prepared for Commission Reviews (*applicable to all institutions*)
- Part III: An Abbreviated Compliance Certification (*applicable to all institutions*)
- Part IV: Additional report requested during the institution's previous review by the Commission (*applicable to select institutions*)
- Part V: An Impact Report of the Quality Enhancement Plan (*applicable to all institutions previously reviewed under the Principles of Accreditation*)

An overview of the review process of the Fifth-Year Interim Report is enclosed.

Because your institution was not requested during its previous review to submit an additional report at the fifth-year period (Part IV), you will not be required to complete Part IV as described above.

Your institution is requested to complete Parts I, II, III, and V of the enclosed Fifth-Year Interim Report form. Parts I and II are self-explanatory. Part III is a mini-version of the Commission's Compliance Certification and asks you to **document** on-going compliance with 14 of the 78 standards in the *Principles*. We are also enclosing "Directions for Completion of Part III of the Fifth-Year Interim Report." This document provides



Dr. Stephen C. Scott
November 10, 2009
Page two

additional guidance for completion of Part III and also can be accessed on the Commission's web site. Please review it before completing the Report because it explains the requirements for submitting documentation in support of compliance.

Part V is the Impact Report regarding the Quality Enhancement Plan that your institution submitted during its last reaffirmation. Directions for the completion of this section can be found on the last page of the enclosed "Fifth-Year Interim Report."

The enclosed Fifth-Year Interim Report form as well as all other information regarding the Report can be accessed on the Commission's Web site at <http://www.sacscoc.org/FifthYear.asp>.

Your institution's report is due **September 15, 2010**, and may be submitted in print form, DVD/CD, or flash drive. The report *may not* direct evaluators to references on your institution's web page; rather, web page information should be transferred to the DVD/CD or flash drive. Please refer to the General Directions on the form for more specific information.

When submitting your report, please send **six complete copies** to your Commission staff member. Your Interim Report will be forwarded to several standing committees of the Commission on Colleges for review during its meeting December 2010.

We wish you the best as you complete the Fifth-Year Interim Report. If you have any questions regarding the process or the form, please feel free to contact your Commission staff member.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/CAL:th

cc: Dr. G. Jack Allen

Enclosures