

## THE FIFTH-YEAR INTERIM REPORT PROCESS: AN OVERVIEW

The Fifth-Year Interim Report was developed to respond to the U.S. Department of Education’s requirements (1) that accrediting bodies continuously monitor institutions to ensure compliance and (2) that accrediting bodies have a mechanism for reviewing multiple sites initiated since last reaffirmation.

### Components of the Report

- Completion of the Report
  - I. Signature Attesting to Integrity
  - II. Institutional Summary Form
  - III. Fifth-Year Compliance Certification
  - IV. Fifth-Year Follow Up Report (as requested by the Board of Trustees)
  - V. QEP Impact Report
- Review of off-campus instructional sites initiated since last reaffirmation but not reviewed by a committee.

### Part III: Abbreviated Compliance Certification

#### Standards Reviewed

1.	CR 2.8	Number of full-time faculty
2.	CR 2.10	Student support services
3.	CS 3.2.8	Qualified administrative and academic officers
4.	CS 3.3.1.1	Institutional effectiveness: educational programs
5.	CS 3.4.3	Admissions policies
6.	CS 3.4.11	Qualified academic program coordinators
7.	CS 3.11.3	Physical facilities
8.	FR 4.1	Student achievement
9.	FR 4.2	Program curriculum
10.	FR 4.3	Publication of policies
11.	FR 4.4	Program length
12.	FR 4.5	Student complaints
13.	FR 4.6	Recruitment materials
14.	FR 4.7/CS 3.10.2	Title IV program responsibilities/financial aid audits
15.	FR 4.8	Distance and correspondence education
16.	FR 4.9	Definition of credit hours
17.	CS 3.13	Policy compliance

- **Evaluators:** Committee to Review Fifth-Year Interim Reports composed of experienced committee members who conduct the review similar to that of the evaluation of the Compliance Certification at the time of reaffirmation. Each of four committees reviews approximately 10 institutions. Each of the committees has five members: Coordinator, IE evaluator, student services evaluator, and two academic program evaluators. Two finance reviewers also participate in the review.
- **Options of the Evaluators:** (1) No referral or (2) referral to a C & R Committee
- **Options of C & R following referral at the designated meeting:** (1) No additional report requested, (2) request a monitoring report which starts the two-year limited monitoring period, or (3) recommend placing the institution on a sanction, with a monitoring report, and with or without a visit to campus.

### Part IV: Fifth-Year Follow Up Report (previously called an “Additional Report”)

The Fifth-Year Follow Up Report addresses issues identified at the completion of the institution’s last visiting committee review that required monitoring for verification of continued compliance with a standard. Since the submission is requested by a previous C & R Committee, it is not applicable to all institutions.

- **Evaluators:** C & R Committee composed of elected members of the Board of Trustees.
- **Options of the Evaluators:** (1) No additional report, (2) request monitoring report which continues the two-year limited monitoring period, (3) recommend placing the institution on a sanction, with a monitoring report, and with or without a visit to campus.

## Part V: QEP Impact Report

The QEP Impact Report asks an institution to include a copy of its QEP Executive Summary as submitted to the Commission following its recent reaffirmation and a report addressing the following elements: (1) a succinct list of the initial goals and intended outcomes of the QEP; (2) a discussion of changes made to the QEP and the reasons for making those changes; (3) a description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP (to include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP); and (4) a reflection on what the institution has learned as a result of the QEP experience.

- **Evaluators:** Committee to Review Fifth-Year Interim Reports (see composition under Part III above)
- **Options of the Evaluators:**
  - (1) Accept with Comment. The institution has adequately described the initial goals and intended outcomes of its QEP, discussed the limited changes made in the QEP, and discussed the impact on student learning and/or the environment supporting student learning, and described what the institution has learned as a result of the QEP experience. No additional report is required.
  - (2) Refer to a C & R Committee for review. The institution did not adequately document the implementation of its Plan, and/or summarize the level of success in achieving the desired impact on student learning and/or the environment supporting student learning, and/or reflect upon the implementation of the QEP as a learning experience for the institution. The institution is requested to provide an additional report in 12 months that documents progress in implementing its QEP. The Report is forwarded to a C & R Committee for action; actions may include no additional monitoring, additional monitoring, or imposition of a sanction.

## Review of Off-Campus Instructional Sites initiated since Last Reaffirmation

An institution is requested to undergo a COC committee review of previously unvisited off-campus instructional sites that were initiated since the institution's last reaffirmation and where students can obtain 50% or more of coursework toward the completion of an educational program. The areas of evaluation as applicable to the off-campus instructional site(s) include: (1) faculty qualifications and access, (2) qualifications of administrative and academic officials leading activities and programs at the site(s), (3) student services, (4) library/learning resource accessibility and sufficiency, (5) physical facilities supporting the programs, and (6) student learning outcomes compared to similar programs offered on the main campus. The institution should use the Commission form "Documentation Prepared by the Institution for the Review Committee Examining Off-Campus Sites as Part of a Fifth-Year Interim Report."

- **Evaluators:** C & R Committee composed of elected members of the Board of Trustees.
- **Options of the Evaluators:** (1) Continue accreditation, no additional report, (2) continue accreditation with a monitoring report, or (3) recommend placing the institution on a sanction, with a monitoring report, and with or without a visit to campus.

## Institutional Preparation for the Completion of the Report

- Continuously update your previous compliance certification.
- Provide narrative that supports compliance and explains the use of the selected documentation.
- Refer to sources of documentation to ensure consistency.
- Document, document, and document.
- Give examples when appropriate.
- Use tables effectively to support your determination of compliance.
- Respond to the standard referenced, not to other standards that are not part of the report.

## Submission of Reports

**Eight copies** of the Report should be submitted in print form or on flash/thumb drive.

**For electronic submissions**, copy the Report and all attachments onto a flash/thumb drive. In addition, provide **one print copy** of the response without the attachments. Provide the name of the person who can be contacted if the readers have problems accessing the information. Each copy of the Report on a flash/thumb drive should be submitted separately in a paper or plastic envelope not smaller than 4 x 4 inches and the envelope should be labeled with the name of the institution, the title of the Report, and the list of the parts of the Report it contains. Each flash/thumb drive should be labeled with the name of the institution and the title of the Report.

Ensure that your Report is user-friendly with all info easily accessible to evaluators. Refer to the Form for additional directives.