Tools and Requirements for Accreditation Teams Guide

This guide contains descriptions of the various documents that may apply to your upcoming review. Each of the guides, forms and templates listed below is hyperlinked to the document on the WASC Senior College and University Commission (WSCUC) website (www.wscuc.org/document-list).

If you are uncertain about what documents you will need to use, please talk with the WSCUC staff liaison for your visit, as listed on the team roster.

WSCUC STYLE GUIDE

This guide is designed to help institutions, team members, and staff members write reports following WSCUC’s editorial style and usage conventions.

- WSCUC Style Guide

HANDBOOKS AND STANDARDS

- Handbook of Accreditation 2013
- Handbook of Accreditation 2013 Quick Reference Guide

TEAM REPORT DIRECTIONS AND TEMPLATES

There are separate formats for the different types of visits. Teams are encouraged to type directly into the document, replacing the template instructions with the report text. This helps to ensure that the report follows the required organization and headings, and that it addresses the key questions.

- Accreditation Visit (AV) Team Report Directions and Template
- Seeking Accreditation Visit (SAV) 1 Team Report Directions and Template
- Seeking Accreditation Visit (SAV) 2 and Subsequent Team Report Directions and Template
- Special Visit Team Report Directions and Template

OTHER TEAM REPORT DOCUMENTS

- Methods for Gathering Information and Evidence during Institutional Visits Guide
- Supporting Documents for Institution and Team Reports by Type of Review

TOOLS FOR SUPPORTING AND REVIEWING EDUCATIONAL EFFECTIVENESS

WSCUC has developed several tools to assist institutions and teams in educational effectiveness. The following tools are available:

- Capstone Rubric
- General Education Rubric
FEDERAL COMPLIANCE FORMS AND RELATED POLICIES

There are four forms that teams use to address institutional compliance with some of the federal regulations affecting institutions and accrediting agencies. These relate to credit hour and program length, marketing and recruitment, student complaints, and transfer credit. Depending on the type of visit, these may be required to be submitted as appendices to the team report. The individual checklists are described below.

- Federal Compliance Forms (combined)

CREDIT HOUR AND PROGRAM LENGTH REVIEW

All candidate and accredited institutions are required to be in compliance with federal regulations concerning the definition and assignment of credit hours. Accrediting agencies are required to evaluate compliance as part of comprehensive reviews.

- Credit Hour and Program Length Review Form
- Credit Hour Policy

MARKETING AND RECRUITMENT REVIEW

Institutions are expected to follow federal regulations on recruiting students and to provide accurate information about the typical length to degree, overall cost, kinds of jobs for which graduates are qualified, and employment of its graduates.

- Marketing and Recruitment Review Form

STUDENT COMPLAINTS REVIEW

Institutions are expected to have a policy and procedures for handling student complaints, and to keep records of the resolution of such complaints. Federal regulations require student complaint policies to be in place.

- Student Complaints Review Form
- Complaints and Third-Party Comments Policy

TRANSFER CREDIT REVIEW

Institutions are expected to have transfer of credit policies that are publicly disclosed in accordance with federal regulations and that include a statement of the relevant criteria.

- Transfer Credit Policy Review Form
- Transfer of Credit Policy
DISTANCE EDUCATION AND OFF-CAMPUS REVIEWS

In conjunction with some visits, members of the visiting team will review off-campus locations or distance education programs. A separate appendix is attached to the team report for each of these reviews.

- Distance Education Review Guide
- Distance Education Review-Team Report Appendix Form
- Off-Campus Locations Review Guide
- Off-Campus Locations Review-Team Report Appendix Form

CONFIDENTIAL TEAM RECOMMENDATION FORMS

The team chair should complete the form for the relevant visit type. Please also refer to the Commission Decisions on Institutions section of the Handbook of Accreditation.

- Accreditation Visit (AV) Confidential Team Recommendation Form
- Seeking Accreditation Visit (SAV) Confidential Team Recommendation Form
- Special Visit Confidential Team Recommendation Form
- Special Visit (SV) to Institution on Sanction Confidential Team Recommendation Form

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