**Applicant Assessment Team Visit**

**TEMPLATE**

**Team Report**

*Effective Date: January 1, 2021*

**[NAME OF INSTITUTION]**

**Applicant Assessment Team Visit: *[start date-end date]***

# Section A: Institutional Representatives

Provide a list of the following institutional representatives at the time of the visit:

**Chief Executive Officer (CEO)/President**

*[NAME AND TITLE OF CEO/PRESIDENT]*

**Chief Academic Officer**

[NAME AND TITLE OF CHIEF ACADEMIC OFFICER]

**Chief Financial Officer**

[NAME AND TITLE OF CHIEF FINANCIAL OFFICER]

**Chair of the Board of Trustees**

[NAME AND TITLE OF CHAIR OF BOARD OF TRUSTEES]

# Section B: Baseline Scope of Accreditation

In conjunction with an applicant assessment team visit, all locations must be visited by the Team Chair or a designated member of the team to establish them within the institution’s baseline scope of accreditation. Evaluators should use the **Addendum: Site Visit Report** to document each site visit to a branch campus or additional location. Record the credential levels, alternative delivery methods, and locations that you have verified are included within the institution’s baseline scope of accreditation below.

**Credential Levels:**

☐ Postsecondary Award/Certificate/Diploma (<1 year)

☐ Postsecondary Award/Certificate/Diploma (>=1 year, <2 years)

☐ Associate’s or equivalent

☐ Postsecondary Award/Certificate/Diploma (>=2 years, <=4 years)

☐ Bachelor’s or equivalent

☐ Post-baccalaureate Award/Certificate/Diploma

☐ Master’s or equivalent

☐ Post-master’s Award/Certificate/Diploma

☐ Doctor’s – Professional Practice

☐ Doctor’s – Research/Scholarship

☐ Doctor’s – Other

**Alternative Delivery Methods:**

☐ Distance Education

☐ Correspondence Education

**Branch Campus(es): *(List)***

**Additional Location(s): *(List)***

**Other Instructional Site(s): *(List)***

# Section C: Requirements of Affiliation

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* all of the requirements of affiliation.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the requirements of affiliation. The summary should reference evidence verified during the applicant assessment team visit.

*If the team cannot affirm compliance with all of the requirements of affiliation, identify each specific requirement of affiliation and provide a brief narrative describing the non-compliance.*

# Section D: Standards for Accreditation

**Standard I: Mission and Goals**

**The institution’s mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution’s stated goals are clearly linked to its mission and specify how the institution fulfills its mission.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgement is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the application assessment team visit.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard. If no collegial advice is offered, delete this bullet/paragraph.)*
* **Team Recommendation(s)** *(Institutional action(s) needed for the institution to continue to meet this standard. Select from list of standardized recommendations. If no recommendations are made by the team, write “None”.)*
* **Requirement(s)** *(If institution does not appear to meet this standard, the team must identify institutional actions needed to achieve compliance with the standard; Select from list of standardized requirements. If no requirements are made by the team, write “None”.)*

**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices** *(Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard II: Ethics and Integrity**

**Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the application review process.

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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices** (*Recognize noteworthy accomplishments, progress, or exemplary or innovative practices as they relate to this standard.)*

**Standard III: Design and Delivery of the Student Learning Experience**

**An institution provides students with learning experiences that are characterized by rigor and coherence of all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, and setting are consistent with higher education expectations.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgement is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard IV: Support of the Student Experience**

**Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard V: Educational Effectiveness Assessment**

**Assessment of student learning and achievement demonstrates that the institution’s students have accomplished educational goals consistent with their programs of study, degree level, the institution’s mission, and appropriate expectations for institutions of higher education.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the application review process.

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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard VI: Planning, Resources, and Institutional Improvement**

**The institution’s planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the application review process.

* **Collegial Advice** *(Where appropriate, team members might consider including a limited number of non-binding suggestions for improvement as they relate to this standard and the priorities the institution has selected. If no collegial advice is offered, delete this bullet/paragraph.)*
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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

**Standard VII: Governance, Leadership, and Administration**

**The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituents it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purpose, and it operates as an academic institution with appropriate autonomy.**

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* this standard.

This judgment is based on a review of the Accreditation Readiness Report (ARR), evidence, and interviews with institutional constituencies to clarify information and verify compliance during the applicant assessment team visit.

**Summary of Findings**

Provide a brief summary or bulleted points that reflect, collectively, on the institution’s compliance with the standard and its corresponding criteria. The summary should reference evidence verified during the application review process.

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**Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices (***Recognize noteworthy accomplishments, progress and exemplary or innovative practices as they relate to this standard.)*

# Section E: Applicable Federal Regulatory Requirements

In the team’s judgment, the institution *[appears to meet / does not appear to meet]* all applicable federal regulatory requirements.

This judgment is based on a review of the Institutional Federal Compliance Report, evidence, and interviews with institutional constituencies to clarify information and verify compliance.

*If the team cannot affirm compliance with all of the applicable federal regulatory requirements, identify each specific area and provide a brief narrative describing the evidence needed to demonstrate compliance.*

# Section F: Review of Student Achievement and Verification of Institutional Data

**Section F does not need to be read during the Oral Exit Report.**

1. **Verification of Student Achievement Data**

In the team’s judgment, the institution’s approach to realizing its student achievement goals [*appears / does not appear]* to be effective, consonant with higher education expectations, and consistent with the institution’s mission.

This judgment is based on a review of the institution’s student achievement information provided in the ARR, evidence, interviews with institutional constituencies, and the student achievement URL available on its website.

In addition, in the team’s judgment, the institution’s student achievement information data that it discloses to the public [*appear / do not appear*] to be reasonably valid and accurate in light of other data and information reviewed by the team.

*Provide a brief evaluation of the processes and procedures the institution uses to realize student achievement goals and whether those goals are consistent with higher education expectations and with the institution’s mission.*

1. **Verification of Institutional Data**

In the team’s opinion, the institution’s processes and procedures that it uses to verify institutional data and the data provided in the ARR [*appear /do not appear*] to be reasonably valid and effective.

*Provide a brief evaluation of the processes and procedures the institution uses to verify institutional data and whether or not these processes and procedures are reasonably valid and effective.*

# Section G: Review of Third-Party Comments

**Section G does not need to be read during the Oral Exit Report.**

If third-party comments were received in accordance with Commission policy and procedures, describe the process the team used to review them.

*If the third-party comments result in a team recommendation or requirement, the team will include those requirements in the proposal for action in the Team Chair’s Confidential Brief.*

***NOTE: Section G should not include a summary of the third-party comments.***

# Section H: List of Additional Evidence

**Section H does not need to be read during the Oral Exit Report.**

List all additional information requested by peer evaluators before or during the visit that was used to verify compliance with Commission standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.

# Section I: Accreditation Readiness Report and Process Comments

**Section I to be read during the Oral Exit Report if completed.**

**OPTIONAL** *Please use this section to provide any additional comments you have about the overall application and applicant assessment team visit. In addition, this is the team’s opportunity to commend, if applicable, the institution on the quality of the Accreditation Readiness Report or the quality of the application process.*

**Addendum**

**Site Visit Report**

*Effective Date: November 1, 2022*

**Instructions:**

* *Review the Application and Candidacy Review Cycle and Monitoring Policy and Procedures at* [*www.msche.org*](http://www.msche.org) *before completing this form.*
* *Please review the application materials submitted by the institution. The purpose of the on-site visit is to clarify the information provided in the Accreditation Readiness Report and supporting documentation, verify evidence by interviewing institutional constituencies, and verify the institution’s physical plant/presence at the site.*
* *The Site Visit Report should be completed in conjunction with the visit and submitted as addenda to the Applicant Assessment Team Report.*

**Institution Name:** Click or tap here to enter text.

**Institution City and State:** Click or tap here to enter text.

**Location Name:** Click or tap here to enter text.

**Location Full Address:** Click or tap here to enter text.

**Date(s) of Visit:** Click or tap to enter a date.

**Type of Location:** [ ]  Main Campus [ ]  Branch Campus [ ]  Additional Location

**Percentage of program offered at the location:** Click or tap here to enter text.

# Visitor(s) Information

**Name**: Click or tap here to enter text.

**Title and Institution/Organization**:

**Name**: **Click or tap here to enter text.**

**Title and Institution/Organization**: **Click or tap here to enter text.**

*By submitting this visit report, the visitor affirm that they have reviewed all documentation submitted by the institution, affirm that they have no conflict of interest with the institution, and understand the confidentiality that must be maintained relating to this submission.*

# Section A: Verification of Locations

* Confirm that address matches information provided by institution
* Confirm the designation of branch campus or additional location matches federal regulation *34 CFR § 600.2*
* Confirm that students are enrolled at the site and it is operational
* Confirm that faculty and/or other trained professionals provide instruction and/or appropriate student learning experiences at the site
* Confirm that students have access to services comparable to those offered at the main campus
* Additional information that can be helpful to the team (no more than 250 words)

# Section B: Individuals or groups interviewed

*List of staff titles and/or groups interviewed: (please do not provide individual names)*

Click or tap here to enter text.

# Section C: Documentation of Additional Information

*If you requested or the institution provided additional information, please list or describe the additional information you received.*

Click or tap here to enter text.

# Section D: Site Visit Findings

*Describe any findings raised during the on-site visit that affect the institution’s ability to meet the Commission’s standards for accreditation, requirements of affiliation, policies and procedures, and federal compliance requirements.*

Click or tap here to enter text.