



How to Submit Third-Party Comment

The Middle States Commission on Higher Education is obligated by federal regulations to review third-party comments it receives regarding member and candidate institutions. Third-party comments, also known as “public” comments, should relate to whether an institution’s performance is consistent with the Commission’s accreditation standards and expectations for institutional conduct. Third-party comments are those comments submitted to the Commission outside of official communications between the institution and the Commission. Such comments may be submitted by students, staff, faculty, administrators, alumni, or anyone else with an interest in the institution. For complete details, read the Commission’s policy on [Third-party Comment](#).

- **Do not call the Commission offices to discuss third-party comments.** Everything MUST be in writing. When submitting a third-party comment, you MUST use the Commission’s third party comment form. This form is available by [clicking here](#) or by visiting www.msche.org. Prior to submission, be certain to sign the form and attach any relevant evidence to support your comment(s). **Third-party comments will not be accepted if they are not accompanied by this form, completed in its entirety.** The Commission will not accept anonymous third-party comments.
- Third-party comments must be addressed specifically to one or more of the Commission’s requirements of affiliation or accreditation standards. These requirements and standards are available at <http://www.msche.org/publications/CHX-2011-WEB.pdf>.
- The third-party comment process is not intended to address personal grievances or provide individuals with remedies to disputes they have with institutions. Under certain circumstances, such grievances may be addressed through the Commission’s policy on *Complaints Involving Member and Candidate Institutions*. [Click here](#) for information on how to file a complaint with the Commission.
- **All third-party comments and supporting documents (evidence) must be submitted in English.** The Commission does not provide translation services.

Upon receipt of third-party comments, the Commission will attempt to review and address the matter(s) within a reasonable amount of time. The Middle States Commission on Higher Education reserves the right to dismiss third-party comments it feels are irrelevant to the accreditation standards, requirements of affiliation, or related federal regulations.

If the Commission deems third-party comments to be focused on a particular grievance against an institution, the Commission reserves the right to consider the third-party comments within the parameters of the policy on *Complaints Involving Member and Candidate Institutions*.

Please note that the Middle States Commission on Higher Education is not an investigative agency or a mediation service, nor is it a judicial or quasi-judicial body. The Commission will not involve itself in collective bargaining matters, disputes regarding grades, financial matters, personnel decisions of any type (including tenure), admission/readmission decisions, and other areas. In addition, the Commission will not seek redress on behalf of an individual, group, or organization.