



Middle States Commission on Higher Education

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Procedures

Advance Notice of Non-Compliance Recommendations

November 26, 2014

The Commission employs a multi-tiered peer review process in the review and accreditation of its member institutions. Each tier provides an opportunity for the review of materials. The on-site evaluation team has the opportunity not only to review written materials but to meet with and interview individuals on campus. In addition to the written materials, the evaluation committee and the Commission both review the team report and the institutional response.

In the event that the evaluation team did not determine non-compliance but the reviewing committee (i.e., Committee on Evaluation Reports, the Committee on Follow-Up /Candidate Institutions, Committee on Periodic Review Reports) reaches a determination of non-compliance, the following actions will be taken:

- 1) The committee will define its reasons for the finding of non-compliance.
- 2) Commission staff will inform the President and/or Accreditation Liaison Officer of the member institution in writing that the Committee has reached a finding of non-compliance and will convey the Committee's reasons for the non-compliance finding.
- 3) The institution will be invited to submit a response which addresses the Committee's finding and provides additional information and analysis. Any additional materials must be submitted to the Commission office no later than 5 business days prior to the Commission meeting.
- 4) Additional materials will be posted along with the regular Commission meeting materials, and will be reviewed by the Commission. A notation will be made, either in the Committee meeting materials or by separate communication, that informs Commissioners that there is a difference between the team's recommendation and the Committee's recommendation.
- 5) At the Commission meeting, the Chair and Commission reader will note for the record the difference between the team and committee findings and present an oral report on the institution's response.

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