In order to apply for eligibility, the institution must completely meet all Eligibility Requirements. Compliance with the criteria is expected to be continuous and will be validated periodically, normally as part of every institutional self study and comprehensive evaluation. Institutions that have achieved accreditation are expected to include in their Self Study Reports information demonstrating that they continue to meet the eligibility requirements.

1. Authority
   • Degree-granting approval statement, authorization to operate, or certificates from appropriate bodies.
   • Articles of incorporation (private institutions).

2. Mission
   • Copy of the mission statement as it appears in a published catalog or other public document.
   • Minutes of governing board meeting where mission statement was adopted.
   • Include any recent revisions.

3. Governing Board
   • Biographical information on governing board members.
   • Copy of governing board bylaws.
   • Copy of conflict of interest policy.
   • Certification of no board majority of persons with employment, family, ownership or personal interest in the institution signed by chief executive officer and governing board chair (private institutions).

4. Chief Executive Officer
   • Name, address, and biographical information about chief executive officer.
   • Certification of CEO’s full-time responsibility to the institution signed by chief executive officer and governing board.

5. Administrative Capacity
   • Table of organization, including names of those in the positions.
   • Names and biographical information about administrative staff.

6. Operational Status
   • Enrollment history of institution (most recent three years suggested).
   • Enrollments in institutional degree programs by year or cohort, including degrees awarded.
   • Current schedule of classes.

7. Degrees
   • List of degrees, course credit requirements, and length of study for each degree program.
   • General education courses and requirements for each degree offered.
   • Catalog designation of college level courses for which degree credit is granted.
   • Data describing student enrollment in each degree program and student enrollment in the institution’s non-degree programs.

8. Educational Programs
   • Names of programs which reflect the mission of institution, including documentation of at least one degree program of two academic years in length.
   • Documentation from catalog or other public document which describes courses and curricular sequence of educational programs.
   • Documentation of location(s) of educational programs, including a list of those offered electronically.
9. Academic Credit
- Institutional policies on transfer and award of credit (See Commission Policy on Transfer Credit).
- Catalog documentation of credits awarded.
- Formula used by the institution to calculate values of units of academic credit, especially for laboratory, clinical, or other learning configurations.

10. Student Learning Achievement
- Catalog statements which establish student learning outcomes for programs.
- Student learning outcome data from educational program reviews.
- Graduation, transfer, job placement, licensure examination pass rate history, as appropriate to the institutional mission.

11. General Education
- List of general education courses currently offered, including catalog descriptions.
- Course outlines for language and quantitative reasoning courses.
- Evidence that general education courses are of higher education rigor and quality.

12. Academic Freedom
- Board approved policy on academic freedom.

13. Faculty
- Full-time and part-time faculty roster, including degrees and experience (note that faculty degrees must be from US accredited institutions or the equivalent).
- Faculty responsibilities statement or contract outlining faculty responsibilities.
- Current schedule of classes identifying faculty responsible for each class.

14. Student Services
- Demographic characteristics of students.
- Evidence that the institution assesses student needs for services and provides for them.
- List of student services provided which reflects the mission of the institution.
- Description of programs for special student populations.

15. Admissions
- Copy of admissions policy from the college catalog or other published statement.
- Copy of enrollment application.
- Statement of student qualifications for admission.
- Statement of roles and expectations of admissions personnel.

16. Information and Learning Resources
- Profile of holdings and resources, including electronic resources.
- Copies of agreements for access to external resources.

17. Financial Resources
- Past, current, and proposed budgets and financial statements.
- Documentation of any external foundation or other funding support.
- Documentation of funding base.

18. Financial Accountability
- Past, current, and proposed budgets.
- Certified independent audits, including management letters.
- Financial aid program review/audits, if the institution is a participant.
- Student loan default rates and relevant USDOE reports, if the institution is a participant.
19. Institutional Planning and Evaluation
• Written, current institutional plans that describe ways in which the institution will achieve its educational goals.
• Evidence of how the results of institutional plans are used to guide resource planning and allocation, facilities plans, and other significant institutional planning efforts and decision making processes.
• Evidence that the institution engages in regular, self-reflective evaluation of its operations and of student learning outcomes, and uses the results of this evaluation to identify strengths and areas in need of improvement for purposes of developing institutional plans.
• Evidence that well-defined decision-making processes and authority serve to facilitate planning and institutional effectiveness.

20. Public Information
• Catalog or other public document which serves that purpose.
• Recent print or other media advertisements.
• Policies regarding public disclosure.

21. Relations with the Accrediting Commission
• Copy of the policy adopted and published by governing board assuring compliance with this criterion.
• List of other accreditations held by institution and information regarding standing with those organizations.
• Copy of directory pages or website which describe the institution’s representation by those accrediting bodies.