

Required Item	Citation	Yes	No
Institutional governance policies & procedures	2.A.1		
System governance policies/procedures (if applicable)	2.A.2		
Multiple board governing policies/procedures (if applicable)	2.A.4		
By-laws of the governing board	2.A.5		
Board's calendar for reviewing institutional and board policies/procedures	2.A.6		
By-laws of the governing board related to selection and evaluation of a chief executive officer and the delegation of authority to the CEO	2.A.7		
Board evaluation tool and review calendar	2.A.8		
Leadership organizational chart	2.A.9		
Curriculum vitae of President/CEO	2.A.10		
Curriculum vitae of senior administrators	2.A.11		
Policies/procedures related to teaching, scholarship, service, and artistic creation	2.A.12		
Policies/procedures related to the use of library and information resources	2.A.13		
Transfer of credit policies/procedures	2.A.14		
Student rights and responsibilities policies/procedures which include academic honesty, appeals, grievances, and accommodations for persons with disabilities	2.A.15		
Admission and placement policies/procedures. Policies/procedures related to continuation and termination from educational programs including appeal process and readmission policies/procedures	2.A.16		

Policies/procedures that define relationship of institution with co-curricular activities including student publications and media	2.A.17		
Human resource policies/procedures	2.A.18		
Policies/procedures for apprising employees of working conditions, rights and responsibilities, evaluation, retention, promotion, and termination	2.A.19		
Policies/procedures ensuring security and confidentiality of human resource records	2.A.20		
Policies/procedures/ for reviewing publications that assures integrity	2.A.21		
Policies/procedures for reviewing internal and external complaints and grievances	2.A.22		
Policies/procedures prohibiting conflict of interests among employees and board members, ensures educational autonomy, and provides notice if the institution requires constituents to conform to a specific code of conduct	2.A.23		
Policies/procedures clarifying ownership, copyright, control, compensation, and revenue derived from the creation and production of intellectual property	2.A.24		
Policies/procedures related to contractual agreements with external entities	2.A.26		
Academic freedom policies/procedures	2.A.27 & 2.A.28		
Policies/procedures prohibiting plagiarism by faculty and staff	2.A.29		

Policies/procedures that articulate the oversight and management of financial resources including planning and monitoring of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers and borrowing between funds	2.A.30		
Personnel hiring policy/procedures	2.B.1		
Administrator/staff evaluation policies/procedures	2.B.2		
Employee professional development policies/procedures	2.B.3		
Academic organizational chart	2.B.4		
Faculty workload policies/procedures	2.B.5 & 2.B.6		
Learning outcomes for all courses, programs, and degrees	2.C.1 & 2.C.2		
Policies/procedures that define the awarding of credit and degrees	2.C.3		
Admission and graduation requirements for degree programs	2.C.4		
Policies/procedures explaining the faculty role in revising curriculum, selecting faculty, and assessing achievement of student learning outcomes	2.C.5		
Policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process	2.C.6		
Policies/procedures for approval of experiential learning	2.C.7		
Transfer of credit acceptance policies/procedures	2.C.8		
Description of general education program	2.C.9		
Assessable learning outcomes for all general education components of baccalaureate and transfer degree programs	2.C.10		
Assessable learning outcomes for related instruction	2.C.11		

Assessable learning outcomes for graduate programs	2.C.12		
Graduate admission, retention, and transfer of credit policies/procedures	2.C.13		
Internships, field experiences, clinical practices, and experiential learning policies/ procedures	2.C.14		
List of graduate programs that prepare students for research, professional practice, scholarship or artistic creation	2.C.15		
List of credit and non-credit continuing education programs	2.C.16		
Policies/procedures for assuring academic quality for all continuing education programs	2.C.17		
Policies/procedures for awarding CEUs	2.C.18		
Policies/procedures for keeping records of continuing education programs	2.C.19		
Description of process for determining appropriate programs and services to support student learning needs	2.D.1		
Policies/procedures that explain provisions for ensuring the safety and security of students including the reporting of crime statistics	2.D.2		
Policies/procedures for recruiting, admitting and advising students	2.D.3		
Teach-out plan(s) or agreement(s)	2.D.4		
Catalog which provides information regarding mission and core themes, course requirements, names and titles of administrators and faculty, code of conduct, costs, refund policies, financial aid, academic calendar	2.D.5		

Publication that describes program requirements, licensure, and other unique requirements	2.D.6		
Policies/procedures regarding secure retention of student records, i.e., back-up, confidentiality, release	2.D.7		
Published financial aid policies/procedures	2.D.8		
Policies/procedures for student loan repayment and procedure for monitoring loan default	2.D.9		
Description of advising program and advising publications	2.D.10		
Policies/procedures regarding co-curricular activities	2.D.11		
Policies/procedures regarding auxiliary services	2.D.12		
Policies/procedures governing intercollegiate athletics	2.D.13		
Policies/procedures for assuring identity verification for students enrolling in distance education courses	2.D.14		
Procedures for assessing adequacy of library collections	2.E.1		
Library planning committee and procedures for planning	2.E.2		
Library instruction plan	2.E.3		
Policies/procedures for library self-evaluation	2.E.4		
Policies/procedures for financial planning and budget development	2.F.1		
Policies/procedures for resource planning	2.F.2		
Policies/procedures for financial planning committee	2.F.3		
Description of internal financial controls	2.F.4		
Long-range capital plan to include capital budget policies/procedures	2.F.5		
General operations/auxiliary operations budget policies/procedures	2.F.6		

Latest external financial audit including management letter	2.F.7		
Operating agreements between institution and fundraising organizations	2.F.8		
Procedures for assessing adequacy of physical facilities	2.G.1		
Policies/procedures for the use, storage, and disposal of hazardous waste	2.G.2		
Physical and technological master plan	2.G.3		
Equipment replacement policies/procedures	2.G.4		
Instructional technology training and use policies/procedures	2.G.6		
Technology planning processes	2.G.7		
Technology update and replacement plan	2.G.8		

Note: no minimum required documentation listed for 2.A.3 or 2.G.5.