

**AAA – Commission on Higher Education Procedures and Provisions
(GC Working Policy, 2010-2011, pp. 272-274)**

The staff of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall, in consultation with the divisions' directors of departments of education, appoint committees responsible for the evaluation of tertiary institutions. These evaluation committees shall usually include a member of the General Conference Department of Education staff. The Handbook of Accreditation, produced by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, will assist institutions and evaluation committees in accomplishing the purposes of denominational accreditation.

Not later than two months after completing an evaluation visit, the chair of the evaluation committee involved shall submit to the executive secretary of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities a written report of the visit, accompanied by the committee's recommendation regarding the terms of (re)accreditation of the institution and its programs. The recommendation may include the requirement of an interim visit or another option. A copy of the evaluation committee's report will also be sent to the division department of education director as well as to the chief administrator and board chair of the institution visited.

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, at its next meeting, will review and act upon the recommendation received from the evaluation committee. The decisions of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall be communicated to the chair of the board of the institution involved, to its chief administrator, and to the department of education director of the respective division. The chair and the executive secretary of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall issue and mail the appropriate certificate of accreditation. Only those institutions holding current denominational accreditation shall be eligible to receive denominational subsidies.

Focused Evaluation Visit

In addition to the full evaluation and the interim evaluation visits conducted by an evaluation committee appointed by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, in consultation with the department of education director of the respective division, may approve an evaluation visit to focus on and respond to any of the following:

- a. An invitation extended by the administration and/or the board of an accredited institution seeking counsel on an issue of institutional concern.
- b. Substantive change in the pattern of governance of the educational institution which negatively affects its operation or the quality of its programs.

c. The receipt of reliable information, providing evidence of significant institutional noncompliance with accreditation criteria since the last evaluation visit that leads the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities to conclude that a focused evaluation visit is advisable.

In response to paragraphs b. and c. above, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities chair and executive secretary will send a letter of inquiry to the board chair and the chief administrator of the accredited institution, with a copy to the division department of education director, outlining the issue at hand and requesting a formal response within 30 days. On the basis of the response received, and in consultation with the division department of education director, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities staff will decide whether the answer clears the issue or whether additional information is required and/or a focused evaluation visit is warranted. If the staff agrees to recommend a focused evaluation visit, all members of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be contacted and a two-thirds vote of members casting a ballot will be required to proceed with the visit within 60 days of the action. Travel expenses for the focused evaluation visit will be the responsibility of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. The written report of the focused evaluation visit, with recommendations, will be considered by the Accrediting Association of Seventh-day Schools, Colleges, and Universities for appropriate action.

Appeals

Any action of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities involving a specific institution may be appealed by the same in writing within 90 days of notification of such action, following the procedure outlined in the *Handbook of Accreditation*.

Reports

All denominationally operated secondary and postsecondary institutions accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall be listed in the yearly edition of the World Report of Seventh-day Adventist Education and the Seventh-day Adventist Yearbook, and publicized through other means.

Budget

The General Conference shall annually appropriate to the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities the funds necessary to carry out the denominational accreditation process.