



ROLLINS COLLEGE

Accreditation: Staff Assigned to Requirements

CR-1 Degree-granting Authority

The institution has degree-granting authority from the appropriate government agency or agencies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Respondent	Provost's Office	11/5/03

CR-2A Governing Board

The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Neither the presiding officer of the board nor the majority of other voting members of the board have contractual, employment, or personal or familial financial interest in the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CR-2B Governing Board - Military Institution

A military institution authorized and operated by the federal government to award degrees has a public board in which neither the presiding officer nor a majority of the members are civilian employees of the military or active/retired military. The board has broad and significant influence upon the institution's programs and operations, plays an active role in policy-making, and ensures that the financial resources of the institution are used to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from the board except as specified by the authorizing legislation. Neither the presiding officer of the board nor the majority of other voting members have contractual, employment, or personal or familial interest in the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CR-3 CEO's Responsibility and Role on Board

The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CR-4 Institutional Mission

The institution has a clearly defined and published mission statement specific to the institution and appropriate to an institution of higher education, addressing teaching and learning and, where applicable, research and public service.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	3/31/04
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	3/31/04

CR-5 Institutional: Planning and Evaluation

The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that (a) results in continuing improvement and (b) demonstrates that the institution is effectively accomplishing its mission.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	1/30/04
Herbst, George H	Treasurer's Office	Secondary	President's Office	1/30/04
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	1/30/04
Wood, Cynthia	Institutional Advancem	Secondary	President's Office	1/30/04
Carrier, Sharon	Provost's Office	Respondent	President's Office	1/30/04
Eck, James C	Provost's Office	Respondent	President's Office	1/30/04

CR-6 Degree-seeking Enrollment

The institution is in operation and has students enrolled in degree programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Primary	Institutional Research	11/5/03

CR-7A Credit Hours

The institution offers one or more degree programs based on 60 semester credit hours or the equivalent at the associate level' at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides a written rationale for equivalency.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Primary	Institutional Research	12/5/03
Holbrook, Toni	Arts & Sciences	Contributor	Institutional Research	12/5/03
Lusk, Sharon K	Hamilton Holt School	Contributor	Institutional Research	12/5/03
Mateo, Robin M	Crummer Graduate	Contributor	Institutional Research	12/5/03

CR-7B Plan of Study Correlated to the Mission

The institution offers degree programs that embody a coherent course of study that is compatible with its stated purpose and is based upon fields of study appropriate to higher education.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CR-7C General Educational Requirements

The institution offers a general education program at the collegiate level that is (1) a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. The institution provides a written justification and rationale for course equivalency.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lauer, Carol	Anthropology	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	12/5/03

CR-7D Contracts or Consortia

The institution makes arrangements for some instruction to be provided by other accredited institutions or entities through contracts or consortia, where appropriate. The institution itself, however, provides instruction for all course work required for at least one degree program at each level at which it awards degrees, or provides an alternative approach to meeting this requirement. The alternative approach is approved by the Commission on Colleges. In all cases, the institution demonstrates that it controls all aspects of its educational program.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Primary	Dean of Faculty	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Dean of Faculty	12/5/03

CR-8 Faculty

The number of full-time faculty members is adequate to support the mission of the institution. The institution has adequate faculty resources to ensure the quality and integrity of its academic programs. In addition, upon application for candidacy, an applicant institution demonstrates that it meets the comprehensive standards for faculty qualifications.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Primary	Provost's Office	11/5/03

CR-9 Library Resources

The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections as well as to other learning/information resources consistent with the degrees offered. These collections and resources are sufficient to support all its educational, research, and public service programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Primary	Olin Library	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Olin Library	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Mays, Dorothy A	Olin Library	Contributor	Olin Library	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Throumoulos, Mary	Olin Library	Contributor	Olin Library	1/30/04

CR-10 Student Support Programs and Services

The institution provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CR-11 Financial and Physical Resources

The institution has a sound financial base and demonstrated financial stability, and adequate physical resources to support the mission of the institution and the scope of its programs and services.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bitikofer, Scott	Facilities Management	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Higgins, Emily A	Finance	Contributor	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Berry, Yvonne M	Finance	Respondent	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Respondent	Treasurer's Office	11/5/03

CR-11A Audit

The institution provides the following financial statements: (a) an institutional audit (as distinct from a systemwide or statewide audit) and management letter for the most recent fiscal year prepared by an independent certified public accountant or an appropriate auditing agency employing the appropriate guide;

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	11/5/03

CR-11B Annual Budget

The institution provides the following financial statements: (b) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board; and

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Berry, Yvonne M	Finance	Contributor	Treasurer's Office	11/5/03

CR-11C Unrestricted Net Assets

The institution provides the following financial statements: (c) an audited statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	11/5/03

CR-12 Quality Enhancement Plan

The institution has developed an acceptable Quality Enhancement Plan and demonstrates the plan is part of an ongoing planning and evaluation process.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	3/31/04
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	3/31/04

CS-1 Mission Statement

The institution has a clear and comprehensive mission statement that describes it; is approved by the governing board; is periodically reviewed by the board; and is communicated to the institution's constituencies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	3/31/04
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	3/31/04
Carrier, Sharon	Provost's Office	Respondent	President's Office	3/31/04
Kyle, Lorrie	President's Office	Respondent	President's Office	3/31/04

CS-2 Board Responsibility: Procedure

The governing board of the institution is responsible for the selection and the evaluation of the chief executive officer.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-3 Governance: Legal Authority

The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure:
a. the institution's mission; b. the fiscal stability of the institution; c. institutional policy, including policies concerning related and affiliated corporate entities and all auxiliary services; d. related foundations (athletic, research, etc.) and other corporate entities whose primary purpose is to support the institution and/or its programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-4 Board Policy: Conflict of Interest

The board has a policy addressing conflict of interest.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-5 Board Policy: Autonomy/Protection, Undue Influence

The governing board is free from undue influence from political, religious, or other external bodies, and protects the institution from such influence.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-6 Board Policy: Membership

Members of the governing board can be dismissed only for cause and by due process.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-7 Board Policy: Policy-Making

There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-8 Institution's Structure

The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Secondary	President's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Wood, Cynthia	Institutional Advancem	Secondary	President's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Contributor	President's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Salmen, Laura L	Provost's Office	Contributor	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smetheram, Beverly	Institutional	Contributor	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carrier, Sharon	Provost's Office	Respondent	President's Office	12/5/03

CS-9 **Qualified Administrative and Academic Officers**

The institution has qualified administrative and academic officers with the experience, competence, and capacity to lead the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-10 **Employment Policies**

The institution defines and publishes policies regarding appointment and employment of faculty and staff.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hawks, Matt	Human Resources	Respondent	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hawks, Matt	Human Resources	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CS-11 **Employment Policies: Evaluation**

The institution evaluates the effectiveness of its administrators, including the chief executive officer, on a periodic basis.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Secondary	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Wood, Cynthia	Institutional Advancem	Secondary	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Contributor	President's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	12/5/03

CS-12 CEO's Responsibilities: Athletics

The institution's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-13 CEO's Responsibilities: Fund Raising

The institution's chief executive officer has ultimate control of the institution's fund-raising activities.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CS-14 Institution-related Foundation

An institution-related foundation, not controlled by the institution, has a contractual or other formal agreement that (a) accurately describes the relationship between the institution and the foundation, and (b) describes any liability associated with that relationship. In all cases, the institution ensures that the relationship is consistent with its mission.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03

CS-15 Policies: Compensation and Intellectual Property

The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. This applies to students, faculty and staff.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	3/31/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Secondary	President's Office	3/31/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	3/31/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Contributor	President's Office	3/31/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carrier, Sharon	Provost's Office	Respondent	President's Office	12/5/03

CS-16 **Expected Outcomes: Effectiveness**

The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bornstein, Rita	President's Office	Primary	President's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Secondary	President's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Secondary	President's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Wood, Cynthia	Institutional Advancem	Secondary	President's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Respondent	President's Office	1/30/04

CSEd-1 **Approval/Evaluation of Educational Programs**

The institution demonstrates that each educational program for which academic credit is awarded (a) is approved by the faculty and the administration, and (b) establishes and evaluates program and learning outcomes.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Boguslawski, Alexand	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Boguslawski, Alexand	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Burris, John	Philosophy/Religion	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cook, Tom	Philosophy/Religion	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Decker, Nancy M	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Larry M	Brevard Campus	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Howell, Gordie	Physical Education	Contributor	Provost's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Jones, Jill	English	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lackman, Susan C	Music	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lairson, Tom	Politics	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lairson, Tom	Politics	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Levis, Barry	History	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Libby, Susan H	Art	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lima, Richard A	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McIntire, Sandy	Psychology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McIntire, Sandy	Psychology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McLaren, Margaret A	Philosophy/Religion	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McLaren, Margaret A	Philosophy/Religion	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Mesavage, Matilde	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moore, Robert	Anthropology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
O'Keef, Peg	Theatre Arts & Dance	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
O'Sullivan, Socky	English	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Pequeno-Rossie, Pedr	Anthropology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Prieto-Calixto, Alberto	Foreign Languages	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rock, Charles P	Economics	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rubarth, Scott	Philosophy/Religion	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Schmalstig, Judy	Biology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Simmons, Rachel	Art	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Sinclair, John V	Music	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Stephenson, Bruce	Studies	Contributor	Provost's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Stewart, Marilyn	Anthropology	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Taylor, Kenna C	Economics	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Vitray, Richard	Mathematical	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Allen, Barry S	Environmental Studies	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Allen, Barry S	Environmental Studies	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Anderson, Mark S	Mathematical Science	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Boles, Bill	English	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carnahan, Sharon	Psychology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carnahan, Sharon	Psychology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Child, Doug	Mathematical	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Davison, Donald	Politics	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Davison, Joan D	Politics	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Decker, Nancy M	Foreign Languages	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Edge, Hoyt L	Arts & Sciences	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Edge, Hoyt L	Arts & Sciences	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eng-Wilmot, Larry	Chemistry	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Friedland, Elise	Art	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Friedland, Elise	Art	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Greenberg, Yudit	Philosophy/Religion	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Greenberg, Yudit	Philosophy/Religion	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gregory, Eileen	Biology	Respondent	Provost's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Griffin, Donald	Physics	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Henton, Jennifer	English	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Jones, Jill	English	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Klemann, Stephen	Biology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Larned, Ron	Art	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lauer, Carol	Anthropology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lauer, Carol	Anthropology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Laws, Lezlie	English	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Levis, Barry	History	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Levis, Barry	History	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lima, Richard A	Foreign Languages	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moore, Robert	Anthropology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Ouellette, Thomas	Theatre Arts & Dance	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Papay, Twila Y	English	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Pequeno-Rossie, Pedr	Anthropology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Roach, Phil	Physical Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Royce, Ed	Sociology	Respondent	Provost's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Schutz, Eric A	Economics	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Sherry, Bob	Theatre Arts & Dance	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Sinclair, John V	Music	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Singer, Rhonda	Sociology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	1/30/04

CSEd-2 Other Programs

The institution's continuing education, outreach, and service programs are consistent with the institution's mission.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Blumenthal, Arthur R	Cornell Fine Arts Muse	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Powers, Pat	Knowles Memorial	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Roach, Phil	Physical Education	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Brodnax, Vicki P	Cornell Fine Arts	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lee, Donna A	Student Involvement	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lugo, Udeth A	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Meixner, Cara L	Student Involvement	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Montplaisir, Daniel E	Crummer Graduate Sc	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Prescott, Bob	Crummer Graduate	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Ray	Career Services	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smith, Lauren A	Arts & Sciences	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Zacharda, Chris	Residential Life	Respondent	Provost's Office	12/5/03

CSEd-3 Publication of Admissions Policies

The institution publishes admissions policies consistent with its mission.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gauthier, Steve	Crummer Graduate	Contributor	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-4 Policies on Credit Acceptance

The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gauthier, Steve	Crummer Graduate	Contributor	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-5 Publication of Academic Policies

The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Contributor	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Contributor	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Asbury, Phil	Student Financial Aid	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-6 Policies on Academic Requirements

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-7 Evaluation of Consortia

The institution ensures the quality of educational programs/courses offered through consortia relationships or contractual agreements, ensures ongoing compliance with the comprehensive requirements, and evaluates the agreement against the purpose of the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Primary	Dean of Faculty	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
O'Connor, Donna	International	Respondent	Dean of Faculty	12/5/03

CSEd-8 Credit Equivalency for Non-credit Work

The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-9 Academic Support Services

The institution provides appropriate academic support services.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hater, Karen	TPJ Student Resource	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-10 Program Requirements

The institution defines and publishes general education and major program requirements for all its programs. These requirements conform to commonly accepted standards and practices for undergraduate programs as well as graduate and post-baccalaureate professional degree programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Klemann, Stephen	Biology	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-11 Security: Students' Academic Records

The institution protects the security, confidentiality, and integrity of its student academic records and maintains special security measures to protect and back up data.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Mateo, Robin M	Crummer Graduate	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-12 Curriculum: Faculty Role

The institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Board of Trustees	c/o President's Office	Primary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Secretary, Board of Tr	c/o President's Office	Secondary	President's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Kyle, Lorrie	President's Office	Respondent	President's Office	11/5/03

CSEd-13 Majors/Degrees: Qualified Coordinators

For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-14 Use of Technology

The institution's use of technology enhances student learning, is appropriate for meeting the objectives of its programs, and ensures that students have access to and training in the use of technology.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Svitavsky, William	Olin Library	Contributor	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-15 General Education Core Requirements: UG

The institution identifies competencies within the general education core and provides evidence that graduates have attained those college-level competencies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lauer, Carol	Anthropology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	1/30/04

CSEd-16 Minimum Credit Hours at Institution for UG Degree

The institution awards degrees only to those students who have earned at least 25 percent of the credit hours required for the degree through instruction offered by that institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	11/5/03

CSEd-17 Standards: Graduate Programs

The institution's post-baccalaureate professional degree programs, and its master's and doctoral degree programs are progressively more advanced in academic content than undergraduate programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	11/5/03
Hewit, Scott	Education	Respondent	Provost's Office	11/5/03
Moe, Alden	Education	Respondent	Provost's Office	11/5/03
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	11/5/03
Rogers, Don	International	Respondent	Provost's Office	11/5/03
Smither, Bob	Psychology	Respondent	Provost's Office	11/5/03
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-18 Experience: Graduate Programs

The institution ensures that its graduate instruction and resources foster independent learning, enabling the graduate to contribute to a profession or field of study.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Gardner, Greg H	Communication	Respondent	Provost's Office	12/5/03
Hewit, Scott	Education	Respondent	Provost's Office	12/5/03
Moe, Alden	Education	Respondent	Provost's Office	12/5/03
Montplaisir, Daniel E	Crummer Graduate Sc	Respondent	Provost's Office	12/5/03
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	12/5/03
Roberts, Anne M	Crummer Graduate	Respondent	Provost's Office	12/5/03
Rogers, Don	International	Respondent	Provost's Office	12/5/03
Smither, Bob	Psychology	Respondent	Provost's Office	12/5/03

CSEd-19 Minimum Credit Hours at Institution-Grad Degree

The majority of credits toward a graduate or a post-baccalaureate professional degree is earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gauthier, Steve	Crummer Graduate	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-20 Faculty Credentials

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.

Credential Guidelines:

- a. Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate degree courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree--usually the earned doctorate--in the discipline.
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Provost's Office	1/30/04

CSEd-21 Faculty Evaluation

The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Edge, Hoyt L	Arts & Sciences	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Schmalstig, Judy	Biology	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	1/30/04

CSEd-22 Faculty Development

The institution provides evidence of ongoing professional development of faculty as teachers, scholars, and practitioners.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Chadwick, Sandra	Johnson Institute	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	12/5/03
Hewit, Scott	Education	Respondent	Provost's Office	12/5/03
Knight, Karla K	Arts & Sciences	Respondent	Provost's Office	12/5/03
Moe, Alden	Education	Respondent	Provost's Office	12/5/03
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	12/5/03
Rogers, Don	International	Respondent	Provost's Office	12/5/03
Smither, Bob	Psychology	Respondent	Provost's Office	12/5/03
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-23 Policy: Safeguard of Academic Freedom

The institution ensures adequate procedures for the safeguard and protection of academic freedom.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	11/5/03

CSEd-24 Policy: Faculty Governance

The institution publishes policies on the responsibility and authority of faculty in academic and governance matters.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	1/30/04
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Carrier, Sharon	Provost's Office	Respondent	Provost's Office	1/30/04
Greenberg, Yudit	Philosophy/Religion	Respondent	Provost's Office	1/30/04
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	1/30/04

CSEd-25 Learning Resources

The institution provides facilities, services, and other learning/information resources that are appropriate to support its teaching, research, and service mission.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bitikofer, Scott	Facilities Management	Contributor	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hater, Karen	TPJ Student Resource	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-26 Learning Resources: Instruction

The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Mays, Dorothy A	Olin Library	Contributor	Provost's Office	11/5/03

CSEd-27 Learning Resources: Staffing

The institution provides a sufficient number of qualified staff--with appropriate education or experiences both in library or other learning/information resources--to accomplish the mission of the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Cohen, Donna K	Olin Library	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	11/5/03

CSEd-28 Student Affairs and Services: Student Rights

The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Posner, Kenneth	Residential Life	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

CSEd-29 Student Affairs and Services: Students' Records

The institution protects the security, confidentiality, and integrity of its student records.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lloyd, Les M	Information	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Asbury, Phil	Student Financial Aid	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Respondent	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Freeman, Mark S	Personal Counseling	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McKown, Bradley	Campus Safety &	Respondent	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Posner, Kenneth	Residential Life	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Weisstein, Sandra R	Lakeside Health	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSEd-30 Student Affairs and Services: Qualified Personnel

The institution provides services supporting its mission with qualified personnel to ensure the quality and effectiveness of its student affairs programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holt, Connie	Hamilton Holt School	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Roberts, Anne M	Crummer Graduate	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

CSRes-1 Financial History

The institution's recent financial history demonstrates financial stability.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Berry, Yvonne M	Finance	Contributor	Treasurer's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	11/5/03

CSRes-2 Financial Documentation: for Assessment

The institution provides financial statements and related documents, including multiple measures for determining financial health as requested by the Commission, which accurately and appropriately represent the total operation of the institution.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Berry, Yvonne M	Finance	Contributor	Treasurer's Office	1/30/04

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	1/30/04

CSRes-3 Financial Aid: Audit

The institution audits financial aid programs as required by federal and state regulations.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Asbury, Phil	Student Financial Aid	Contributor	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Respondent	Treasurer's Office	11/5/03

CSRes-4 Control of Financial and Physical Resources

The institution exercises appropriate control over all its financial and physical resources.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bitikofer, Scott	Facilities Management	Secondary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	12/5/03

CSRes-5 Financial Control: Other Activities

The institution maintains financial control over externally funded or sponsored research and programs.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Wood, Cynthia	Institutional Advancem	Secondary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Monti, Joseph J	Development	Contributor	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Short, William H	Finance	Contributor	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Collis, David S	Institutional Advancem	Respondent	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Wilson, Carol A	Finance	Respondent	Treasurer's Office	12/5/03

CSRes-6 Campus: Health and Safety

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bitikofer, Scott	Facilities Management	Secondary	Treasurer's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McKown, Bradley	Campus Safety &	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Freeman, Mark S	Personal Counseling	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Peterson, Dawn	Human Resources	Respondent	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Posner, Kenneth	Residential Life	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Preston, Stephanie C	Personal Counseling	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Weisstein, Sandra R	Lakeside Health	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Zajchowski, David J	Human Resources	Respondent	Treasurer's Office	11/5/03

CSRes-7 Physical Facilities for Educational Programs

The institution operates and maintains physical facilities, both on and off campus, that are adequate to serve the needs of the institution's educational programs, support services, and mission-related activities.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Bitikofer, Scott	Facilities Management	Secondary	Treasurer's Office	12/5/03

FM-1 Student Achievement

When evaluating success with respect to student achievement in relation to the institution's mission, the institution includes, as appropriate, consideration of course completion, state licensing examinations, and job placement rates.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Primary	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gauthier, Steve	Crummer Graduate	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Institutional Research	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Roberts, Anne M	Crummer Graduate	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Ray	Career Services	Respondent	Institutional Research	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Institutional Research	11/5/03

FM-2 Curriculum in Relation to Mission

The institution maintains a curriculum that is directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates or degrees awarded.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Klemann, Stephen	Biology	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

FM-3 Policies: Availability

The institution makes available to students and the public current academic calendars, grading policies, and refund policies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

FM-4 Curriculum: Duration of Program

The institution demonstrates that program length is appropriate for each of the degrees offered.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gardner, Greg H	Communication	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Hewit, Scott	Education	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Moe, Alden	Education	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Norsworthy, Kathryn	Grad Study Prgms	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Rogers, Don	International	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03

FM-5 Appealing Procedures

The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. (See Commission policy "The Review of Complaints Involving the Commission or its Accredited Institutions.")

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Herbst, George H	Treasurer's Office	Primary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carson, Dave	Finance	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Martinez, Maria	Human Resources	Secondary	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Neilson, Steve S	Student Affairs	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Asbury, Phil	Student Financial Aid	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Corbisiero, Sara	Finance/Bursar	Respondent	Treasurer's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Posner, Kenneth	Residential Life	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	11/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Williams, Jessica	TPJ Student Resource	Respondent	Provost's Office	11/5/03

FM-6 Recruitment Literature

Recruitment materials and presentations accurately represent the institution's practices and policies.

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Erdmann, David G	Admission	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Asbury, Phil	Student Financial Aid	Respondent	Provost's Office	12/5/03

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carpenter, Linda	Hamilton Holt School	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Gauthier, Steve	Crummer Graduate	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Waller, Tara	Admission	Respondent	Provost's Office	12/5/03
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	12/5/03

FM-7 **Accreditor**

The institution publishes the name of its primary accreditor and its address and phone number. (The publication of this information is presented so that it is clear that inquiries to the Commission should relate only to the accreditation status of the institution, and not to general admission information.)

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lancaster, Patricia	Hamilton Holt School	Primary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Casey, Roger N	Arts & Sciences	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
McAllaster, Craig	Crummer Graduate	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Smither, Bob	Psychology	Secondary	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Carrier, Sharon	Provost's Office	Contributor	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Holbrook, Toni	Arts & Sciences	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Lusk, Sharon K	Hamilton Holt School	Respondent	Provost's Office	1/30/04
Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Whittingham, Keith	Crummer Graduate	Respondent	Provost's Office	1/30/04

FM-8 **Title IV**

The institution is in compliance with its program responsibilities under Title IV of the 1998 Higher Education Amendments. (In reviewing the institution's compliance with these program responsibilities, the Commission relies on documentation forwarded to it by the Secretary of Education.) (Applies only to those institutions receiving Title IV funding.)

Assigned Staff	Dept. Assigned Staff	Level of Responsibility	Responsible Div./Dept.	DueDate
Eck, James C	Provost's Office	Primary	Provost's Office	11/5/03