



Rollins College
Accreditation: All Requirements

CR-1 Degree-granting Authority

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

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.

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.

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.

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.

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.

CR-6 Degree-seeking Enrollment

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

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.

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.

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.

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.

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.

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.

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.

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.

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;

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

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.

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.

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.

CS-2 Board Responsibility: Procedure

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

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.

CS-4 Board Policy: Conflict of Interest

The board has a policy addressing conflict of interest.

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.

CS-6 Board Policy: Membership

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

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.

CS-8 Institution's Structure

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

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.

CS-10 Employment Policies

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

CS-11 Employment Policies: Evaluation

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

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.

CS-13 CEO's Responsibilities: Fund Raising

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

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.

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.

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.

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.

CSEd-2 Other Programs

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

CSEd-3 Publication of Admissions Policies

The institution publishes admissions policies consistent with its mission.

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.

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.

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.

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.

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.

CSEd-9 Academic Support Services

The institution provides appropriate academic support services.

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.

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.

CSEd-12 Curriculum: Faculty Role

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

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.

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.

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.

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.

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.

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.

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.

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.
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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.

CSEd-22 Faculty Development

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

CSEd-23 Policy: Safeguard of Academic Freedom

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

CSEd-24 Policy: Faculty Governance

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

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.

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.

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.

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.

CSEd-29 Student Affairs and Services: Students' Records

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

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.

CSRes-1 Financial History

The institution's recent financial history demonstrates financial stability.

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.

CSRes-3 Financial Aid: Audit

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

CSRes-4 Control of Financial and Physical Resources

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

CSRes-5 Financial Control: Other Activities

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

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.

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.

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.

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.

FM-3 Policies: Availability

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

FM-4 Curriculum: Duration of Program

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

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.")

FM-6 Recruitment Literature

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

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.)

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.)
