



*Accreditation Policy*

## **Published Information**

*Effective Date: October 16, 2017*

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### **I. Purpose**

The purpose of this policy is to outline the Middle States Commission on Higher Education's (the Commission or MSCHE) expectations for honesty and truthfulness in published information and admissions practices.

### **II. Statement of Policy**

All published information and admissions practices should be congruent with the institution's mission and educational offerings and provide current, clear, and factually accurate information.

### **III. Published Information**

The institution is required to publish accurate, verifiable, readily accessible, and complete information about the following:

- Institutional mission, purposes and objectives.
- Information regarding student achievement including but not limited to outcome measures such as student retention rates, completion rates or other information appropriate for the mission and goals of the institution.
- Catalogs and other official publications either on-line or in hard copy. Institutions using electronic versions should ensure the availability of archival editions to serve the needs of alumni and former and returning students.
- Admission requirements and procedures.
- Academic calendars and basic information on programs and courses, with required sequences and frequency of course offering explicitly stated.
- Degree and program completion requirements, including length of time normally required to obtain a credential.
- National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered and whether the institution enables the student to sit for the examination.

- Any unique requirements for career paths, or for employment and advancement opportunities in the profession or occupation described.
- Policies and procedures regarding transfer of credit and credit for extra-institutional college-level learning (see the Commission's policy *Transfer Credit, Prior Learning, and Articulation*).
- Grading system and related policies.
- Grievance policy and procedures to address complaints or grievances raised by students, faculty, or staff.
- Information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds.
- Information required under HEOA, Title IV participation, or any other applicable law or regulation.

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Related Documents: *Compliance with Accreditation-Relevant Federal Regulations; Transfer Credit, Prior Learning, and Articulation;*

Federal Regulations: *34 CFR §602.16(a)(1)(vii-ix) Accreditation and preaccreditation standards*

Standards: *Requirement of Affiliation #8; Standard II Ethics and Integrity, criteria 3, 6, 8. Standard III: Design and Delivery of the Student Learning Experience, criterion 3; Standard IV Support of the Student Experience criterion 1.a.;*

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