

Assumed Practices Policy Number: CRRT.B.10.020

<p>Criterion Writing Team</p>	<p>A. Integrity: Ethical and Responsible Conduct</p>
<p>Criterion Writing Team 2</p>	<p>Ethical and Responsible Conduct 1. The institution has a conflict-of-interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution.</p> <p>The information below validated that university has an established practice: website or pdf</p> <p>Place content here:</p> <p>BOT Bylaws - https://www.govst.edu/uploadedFiles/About/University_Governance/PDFs-Governance/GSU%20BOT%20Bylaws%20(amend%2023-02-06).pdf BOT Regulations - Section II - as amended 6-10-2022.pdf (govst.edu) in Section II.</p> <p>See: Criterion 2 (Section???)</p>
	<p>Key Person(s) Human Resources GSU Policy BOT Regulations Locations & documentation</p> <p>Web link BOT Regulations - Section II - as amended 6-10-2022.pdf (govst.edu) in Section II</p> <p>See: Criterion 2 (Section???)</p>
<p>Criterion Writing Team 2</p>	<p>2. The institution has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting.</p> <p>Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>Illinois Ethics Legislation - https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=2529</p> <p>Office of Compliance and Ethics website at Office of Compliance and Ethics Governors State University (govst.edu)</p> <p>BOT Regulations - Section II - as amended 6-10-2022.pdf (govst.edu) in section II.A.6 for nepotism BOT Regulations - Section II - as amended 6-10-2022.pdf (govst.edu) in Section II.A. 15 for conflict of interest for outside employment</p> <p>For faculty and conflict of interest, there is legislation at 110 ILCS 100/ University Faculty Research and Consulting Act. (ilga.gov)</p>

Reference descriptions found on page 2 of the worksheet!

Privacy of Personal Information at https://www.govst.edu/workarea/DownloadAsset.aspx?id=15089 Building Contracts at Regulations Section VI - Physical Facilities.pdf (govst.edu) Section VI.B Contracts for purchases at Regulations Section V - Administrative Affairs.pdf (govst.edu) Section V.B.3 and Section V.C Admissions Policies – Graduate Admission Policy - https://www.govst.edu/workarea/DownloadAsset.aspx?id=15061 And Undergraduate Admission Policy at https://www.govst.edu/workarea/DownloadAsset.aspx?id=43768 Financial Aid - Policy 82 at https://www.govst.edu/workarea/DownloadAsset.aspx?id=36215			
Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
	Unconfirmed Information:		
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Criterion Writing Team 2	Ethical and Responsible 3. The institution provides its students, administrators, faculty, and staff with policies and procedures informing them of their rights and responsibilities within the institution. Provide below information here that validate the university has this practice in place: website or pdf Place content here: www.govst.edu/policies www.govst.edu/catalog UPI contract – do not have the link to the current contract. There is only a link to the previous contract.		
	Check the appropriate box		Circle the appropriate descriptor
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
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Reference descriptions found on page 2 of the worksheet!

<p>Criterion Writing Team 2</p>	<p>Ethical and Responsible</p> <p>4. The institution establishes and publicizes clear procedures for receiving complaints from students and other constituencies, responding to complaints in a timely manner, and analyzing complaints to improve its processes. The institution does not retaliate against those who raise complaints.</p> <p style="background-color: yellow;">Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>Academic Grievances - https://www.govst.edu/workarea/DownloadAsset.aspx?id=47481 Anit-Discrimination/Harassment/Retaliation - https://www.govst.edu/workarea/DownloadAsset.aspx?id=46427</p> <p>Processes are conducted in Maxient for student grievances</p> <p>BOT regulations about staff grievances found at Regulations Section II - Employees.pdf (govst.edu) Section II.C.5</p>		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
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<p>Criterion Writing Team 2</p>	<p>Ethical and Responsible</p> <p>5. The institution makes readily available to students and to the general public clear and complete information including:</p> <p>a. statements of mission, vision, and values</p> <p style="background-color: yellow;">Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>It is posted on the website under the About GSU Mission & Strategic Plan (govst.edu) and in the catalog at www.govst.edu/catalog . It is also included in the Agora, which is the weekly e-mailed newsletter e-mailed to staff and students.</p>		

Reference descriptions found on page 2 of the worksheet!

	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
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Criterion Writing Team 3	b. full descriptions of the requirements for its programs, including all pre-requisite courses			
	<p style="background-color: yellow;">Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>www.govst.edu/catalog and it is posted in all the college webpages but there is a list of all academic programs that A to Z Available College Degrees Governors State University (govst.edu).</p>			
	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
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Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 2	<p>c. requirements for admission both to the institution and to particular programs or majors</p> <p style="background-color: yellow;">Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here: Found in the catalog in the admissions section at Admission Information - Governors State University - Acalog ACMS™ (govst.edu)</p> <p>Found on the individual program pages that can be linked from A to Z Available College Degrees Governors State University (govst.edu)</p> <p>For transfer students, there is a posting on the admission’s page at https://www.govst.edu/transfer/</p> <p>For graduate students, there is a posting on the admission’s page at Graduate Admissions Governors State University (govst.edu)</p> <p>Special Admissions and Readmissions Policies – Policy 19 for graduate students at https://www.govst.edu/workarea/DownloadAsset.aspx?id=14391 and for undergraduate students (19U) at https://www.govst.edu/workarea/DownloadAsset.aspx?id=29636</p>		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
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Criterion Writing Team 4	<p>d. its policies on acceptance of transfer credit, including how the institution applies such credit to its degree requirements. (Except for courses articulated through transfer policies or institutional agreements, the institution makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until the institution has conducted an evaluation of such students’ credits in accordance with its transfer policies.)</p> <p style="background-color: yellow;">Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here: Graduate Transfer Credit Policy 30 - https://www.govst.edu/workarea/DownloadAsset.aspx?id=15058</p> <p>Undergraduate Transfer Credit Policy 31 - https://www.govst.edu/workarea/DownloadAsset.aspx?id=44869; the Transfer Guide page at</p>		

Reference descriptions found on page 2 of the worksheet!

<p>govst.edu/transferguides/ and the Virtual Transfer Center at Welcome to Governors State University in Chicago's Southland (govst.edu)</p> <p>Credit for Prior Learning Policy 36 - https://www.govst.edu/workarea/DownloadAsset.aspx?id=49692 and its web page at https://www.govst.edu/cpl/</p> <p>Credit for examination is in the catalog at College Credit via AP and IB - Governors State University - Acalog ACMS™ (govst.edu)</p>			
Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
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Criterion Writing Team 2	<p>e. all student costs, including tuition, fees, training, and incidentals; its financial aid policies, practices, and requirements; and its policy on refunds</p> <p>Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>Tuition is posted in the University catalog at www.govst.edu/catalog; at Tuition and Fees AY 2023-2024 Governors State University (govst.edu) and the tuition estimator is at https://www.govst.edu/tuition.</p> <p>Financial Aid policies and practices can be found at Financial Aid (govst.edu).</p> <p>Academic classes refunds at Student Accounts and Billing Governors State University (govst.edu)</p> <p>Continuing Education refund policy is at Refund Policies for School of Extended Learning Courses (govst.edu)</p> <p>Tuition Waivers Policy (Policy 76) is https://www.govst.edu/workarea/DownloadAsset.aspx?id=29390</p> <p>Tuition and fee information is also included in the catalog.</p>		
	Check the appropriate box		Circle the appropriate descriptor
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
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Criterion Writing Team 2	<p>f. policies regarding academic good standing, probation, and dismissal; residency or enrollment requirements (if any)</p>		

Reference descriptions found on page 2 of the worksheet!

	<p>Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here:</p> <p>Academic standing policy (Policy 14) is at https://www.govst.edu/workarea/DownloadAsset.aspx?id=26758. This includes good standing, probation, academic probation extended and suspension (dismissal for academic reasons).</p> <p>Grading and Status Policy (Policy 26) is at https://www.govst.edu/workarea/DownloadAsset.aspx?id=48200</p> <p>Academic Residency Requirements for Degree Requirements Policy (Policy 28) is at https://www.govst.edu/workarea/DownloadAsset.aspx?id=43781</p>		
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	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Criterion Writing Team 3	<p>g. a full list of its instructors and their academic credentials</p> <p>Provide below information here that validate the university has this practice in place: website or pdf</p> <p>Place content here: Robert is working on this one by college!</p>		
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	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
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	<p>h. its relationship with any parent organization (corporation, hospital, or church, or other entity that owns the institution) and any external providers of its instruction.</p> <p>Provide below information here that validate the university has this practice in place: website or pdf</p>		
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HLC'S ASSUMED PRACTICES -Worksheet 1 TABLE

Reference descriptions found on page 2 of the worksheet!

Place content here:			
This is being worked on by Legal Council to together all MOU's			
Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
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Criterion
Writing
Team 4

6. The institution assures that all data it makes public are accurate and complete, including those reporting on student achievement of learning and student persistence, retention, and completion.

HLC'S ASSUMED PRACTICES -Worksheet 1 TABLE

Provide below information here that validate the university has this practice in place: website or pdf

Place content here:

Note: IRE needs to do much of this.

The Profile of Academic Majors is located at https://www.govst.edu/uploadedFiles/About/University_Governance/gsu/Profile%20of%20Academic%20Majors%20-%20Fall%202023.pdf and the IRE website is at [Institutional Research and Effectiveness | Governors State University \(govst.edu\)](http://Institutional_Research_and_Effectiveness_Governors_State_University.govst.edu)

Criterion Writing Team 4	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information :	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
		Unconfirmed Information :		
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Criterion Writing Team 4

7. The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with any other institutional, specialized, and professional accreditation agencies.

a. An institution offering programs that require specialized accreditation or recognition by a state licensing board or other entity in order for its students to be certified or to sit for the licensing examination in states where its students reside either has the appropriate accreditation and recognition or discloses publicly and clearly the consequences to the students of the lack thereof. The institution makes clear to students the distinction between institutional and specialized or program accreditation and the relationships between licensure and the various types of accreditations.

Provide below information here that validate the university has this practice in place: website or pdf

Place content here:

List of accredited programs at [Accreditations \(govst.edu\)](http://Accreditations.govst.edu)

This is also in the catalog and on the individual program pages.

	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information :	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy 	
		Unconfirmed		

Reference descriptions found on page 2 of the worksheet!

	Information :	<ul style="list-style-type: none"> • Locations & documentation Web link 	
	A necessity – missing:		Link:

Criterion Writing Team 4	b. An institution offering programs eligible for specialized accreditation at multiple locations discloses the accreditation status and recognition of the program by state licensing boards at each location.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 4	c. An institution that provides a program that prepares students for a licensure, certification, or other qualifying examination publicly discloses its pass rate on that examination, unless such information is not available to the institution.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Criterion Writing Team 1	8. The governing board and its executive committee, if it has one, include some “public” members. Public members have no significant administrative position or any ownership interest in any of the following: the institution itself; a company that does substantial business with the institution; a company or organization with which the institution has a substantial partnership; a parent, ultimate parent, affiliate, or subsidiary corporation; an investment group or firm substantially involved with one of the above organizations. All publicly-elected members or members appointed by publicly-elected individuals or bodies (governors, elected legislative bodies) are public members.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
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Reference descriptions found on page 2 of the worksheet!



Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 1	9. The governing board has the authority to approve the annual budget and to engage and dismiss the chief executive officer.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Criterion Writing Team 2	10. The institution remains in compliance at all times with all applicable laws, including laws related to authorization of educational activities and consumer protection wherever it does business.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Criterion Writing Team 2	11. The institution documents outsourcing of all services in written agreements, including agreements with parent or affiliated organizations.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
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Criterion Writing Team 2	12. The institution takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on its behalf.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
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Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team	B. Teaching and Learning: Quality, Resources, and Support		
Criterion Writing Team 2	Programs, Courses, and Credits A. The institution conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, and 30 semester credits beyond the bachelor's for master's degrees. Any variation from these minima must be explained and justified.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
	Unconfirmed Information:		
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Criterion Writing Team 2	B. The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically, institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by HLC. Any variation from the typical minima must be explained and justified.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
	Unconfirmed Information:		
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Criterion Writing Team 2	C. The institution's policy and practice assure that at least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. (Cf. Criterion 3.A.1 and 2.) (An institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers. In "4+1" or "2+3" programs, at least 50% of the credits allocated for the master's degree – usually 15 of 30 – must be for courses designed for graduate work.)		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
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Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 2	D. The institution adheres to policies on student academic load per term that reflect reasonable expectations for successful learning and course completion.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 2	E. Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 4	F. The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 4	G. The institution has a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student’s program. Credit awarded for prior learning is documented, evaluated, and appropriate for the level of degree awarded. (Note that this requirement does not apply to courses transferred from other institutions.)		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 4	H. The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any variation is explained and justified.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
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Reference descriptions found on page 2 of the worksheet!

<p>Criterion Writing Team</p>	<p>2. Faculty Roles and Qualifications</p>		
<p>Criterion Writing Team 4</p>	<p>A. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.</p>		
	<p>Check the appropriate box</p>	<p>Circle the appropriate descriptor</p>	<p>Key Person/Committee (Place information below)</p>
		<p>Official Information:</p>	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link
		<p>Unconfirmed Information:</p>	
		<p>A necessity – missing:</p>	
<p>Criterion Writing Team 4</p>	<p>B. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.</p>		
	<p>Check the appropriate box</p>	<p>Circle the appropriate descriptor</p>	<p>Key Person/Committee (Place information below)</p>
		<p>Official Information:</p>	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link
		<p>Unconfirmed Information:</p>	
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<p>Criterion Writing Team 4</p>	<p>C. Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.</p>		
	<p>Check the appropriate box</p>	<p>Circle the appropriate descriptor</p>	<p>Key Person/Committee (Place information below)</p>
		<p>Official Information:</p>	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link
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Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 3	D. Faculty participate substantially in:		
	i. oversight of the curriculum—its development and implementation, academic substance, currency, and relevance for internal and external constituencies;		
	ii. assurance of consistency in the level and quality of instruction and in the expectations of student performance;		
	iii. establishment of the academic qualifications for instructional personnel;		
iv. analysis of data and appropriate action on assessment of student learning and program completion.			
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
	Unconfirmed Information:		
	A necessity – missing:		
Criterion Writing Team 3	3. Support Services		
	A. Financial aid advising clearly and comprehensively reviews students' eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.		
	B. The institution maintains timely and accurate transcript and records services.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	Link:
	Unconfirmed Information:		
	A necessity – missing:		

Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team		C. Teaching and Learning	
Criterion Writing Team 4		1. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) have the authority for the assignment of grades. (This requirement allows for collective responsibility, as when a faculty committee has the authority to override a grade on appeal.)	
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
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	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 3		2. The institution refrains from the transcription of credit from other institutions or providers that it will not apply to its own programs.	
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
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	A necessity – missing:		Link:
Criterion Writing Team 3		3. The institution has formal and current written agreements for managing any internships and clinical placements included in its programs.	
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
	Unconfirmed Information:		
	A necessity – missing:		Link:
Criterion Writing Team 3		4. A predominantly or solely single-purpose institution in fields that require licensure for practice is also accredited by or is actively in the process of applying to a relevant accreditor for each field, as sufficient for licensure, if such a recognized accreditor exists.	
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)
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	Unconfirmed Information:		

Reference descriptions found on page 2 of the worksheet!

		A necessity – missing:	Web link	Link:
Criterion Writing Team 2	5. Instructors communicate course requirements to students in writing and in a timely manner.			
	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
		Unconfirmed Information:		
		A necessity – missing:		
				Link:
Criterion Writing Team 4	6. Institutional data on assessment of student learning are accurate and address the full range of students who enroll.			
	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
		Unconfirmed Information:		
		A necessity – missing:		
				Link:
Criterion Writing Team 4	7. Institutional data on student retention, persistence, and completion are accurate and address the full range of students who enroll.			
	Check the appropriate box		Circle the appropriate descriptor	Key Person/Committee (Place information below)
		Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 	
		Unconfirmed Information:		
		A necessity – missing:		
				Link:

Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team		D. Resources, Planning, and Institutional Effectiveness		
Criterion Writing Team 5		1. The institution is able to meet its current financial obligations.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:			
Criterion Writing Team 5		2. The institution has a prepared budget for the current year and the capacity to compare it with budgets and actual results of previous years.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:			
Criterion Writing Team 5		2. The institution has future financial projections addressing its long-term financial sustainability.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:			
Criterion Writing Team 5		3. The institution maintains effective systems for collecting, analyzing, and using institutional information.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:			

Reference descriptions found on page 2 of the worksheet!

Criterion Writing Team 5		5. The institution undergoes an external audit by a certified public accountant or a public audit agency that reports financial statements on the institution separately from any other related entity or parent corporation. For private institutions the audit is annual; for public institutions it is at least every two years.		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:		Link:	
Criterion Writing Team 5		6. The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer (titles may vary) with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight. (An institution may outsource its financial functions but must have the capacity to assure the effectiveness of that arrangement.)		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:		Link:	
Criterion Writing Team 5		7. The institution's planning activities demonstrate careful and detailed consideration of student needs (including but not limited to the preservation of student records) and protocols to be followed in the event an orderly institutional closure becomes necessary,		
	Check the appropriate box	Circle the appropriate descriptor	Key Person/Committee (Place information below)	
	Official Information:	<ul style="list-style-type: none"> • Key Person(s) • GSU Policy • Locations & documentation Web link 		
	Unconfirmed Information:			
	A necessity – missing:		Link:	