

- For public institutions, if the institution is included in a group of institutions for federal awards compliance review (such as a state or system audit), is it clearly indicated by name that your institution has been reviewed? Are findings clearly delineated by institution?

Sample Documentation

- Most recent federal awards/financial aid audit.
- Audits of state financial aid programs.
- Institutional responses to all audits and/or findings.
- Copies of all relevant correspondence received from the U.S. Department of Education for ongoing noncompliance issues, including liabilities owed.
 - Copies of institutional response to U.S. Department of Education correspondence.
- Negotiated settlement agreements for the payoff of any fines or monies owed in connection with program reviews.
- Internal audits related to federal or state financial aid programs.
- Copies of any reports on compliance from the U.S. Department of Education.

Reference to SACSCOC Documents, If Applicable

None noted.

Cross-References to Other Related Standards/Requirements, If Applicable

Standard 12.6 (*Student debt*)

Standard 13.4 (*Control of finances*)

13.7 The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. (*Physical resources*)

Rationale and Notes

Adequate physical resources are essential to the educational environment and include facilities that are safe and appropriate for the scope of the institution's programs and services. The general public and current and prospective students expect the institution to have appropriate physical resources necessary to fulfill the needs of its educational programs, support services, and other mission-related activities.

Questions to Consider

- Are overall physical facilities of the institution adequate in quality, scope, and condition to support the mission of its programs and services?
- Are there specific areas of concern in physical resources? How are these concerns being addressed by the institution?
- Does the institution have a master facility plan in place designed to meet current and future needs of the institution?
 - How is it revised and updated?
- How does the institution evaluate the appropriateness and sufficiency of physical resources at off-campus instructional sites, whether or not such sites are under the direct control of the institution?
- Are there details available relating to classrooms, libraries, laboratories, and other specific areas that address adequacy and appropriateness of facilities? Capacity reviews? Utilization studies?
- Are there surveys or other information sources that provide information as to whether or not physical facilities are adequate and appropriate?
- What is the extent of deferred maintenance?
 - Does the institution have a specific plan to manage deferred maintenance?
 - Is there evidence the plan is followed?
- Are facilities properly and routinely maintained?
- How does the institution manage risk as it relates to physical resources? Is a risk-management plan in place with the institution's insurance company?
- Are there proper levels of property insurance? Coverage for loss of use?
- Is there a physical inventory? Frequency? How are items tracked? Tagged? Assigned?
- Is there a disposal policy?
- Were there findings related to fixed assets in the Auditor's Report on Internal Controls? Or in the federal awards audit?
- Is the technological infrastructure sufficient for the needs of the institution, especially for distance and correspondence education programming?

Sample Documentation

- Narrative relating physical resources to the scope of programs and the size of the institution.
- Comparative data for benchmarking, if available.
- Documentation of the adequacy and condition of physical resources at all locations.
- Facilities master plan or academic master plan with facilities discussion (if there is one), with updates and details on implementation.
- Surveys from faculty, staff, and students addressing adequacy of the institution's physical facilities.

- Data comparing facility needs to actual facilities available.
 - Specifics on classrooms, offices, libraries, laboratories.
- Internal audit and risk-management reports related to physical resources.
- Plans and activities relating to routine, preventative, and deferred maintenance.
- Most recent annual capital budget.
- A video or other visual means to provide a “walking tour” of all the institution’s facilities.
- Details on computer network infrastructure, portal, and learning management system.
- Annual reports from facilities contractors.
- Campus map.

Reference to SACSCOC Documents, If Applicable

SACSCOC policy: [Distance and Correspondence Education](#)

Cross-References to Other Related Standards/Requirements, If Applicable

CR 11.1 *(Library and learning/information resources)*

Standard 13.8 *(Institutional environment)*

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

Rationale and Notes

An institution has an ethical responsibility to take reasonable steps to provide a healthy, safe, and secure environment for all campus constituents. A healthy, safe, and secure environment enhances the accomplishment of the institution’s mission and contributes to more effective risk management.

NOTE

In March 2017, the SACSCOC Executive Council determined that, in an institution’s Compliance Certification and Fifth-Year Interim Report, the institution shall include within Standard 13.8 (Institutional environment) information relating to any investigations by the U.S. Department of Education’s Office of Civil Rights for possible violations alleging sexual violence as part of its narrative addressing a healthy, safe, and secure campus environment. This should include any open investigations as well as closed investigations that were active at the time of the last SACSCOC comprehensive review or occurred since the last SACSCOC comprehensive review.