Part IV: Fifth-Year Follow Up Report
(Not applicable to all institutions)

Not Applicable
Chipola College does not have a Fifth-Year Follow-Up Report due.

Directions: Please provide four copies of Part IV of the Fifth-Year Interim Report regardless whether the document is submitted in print or electronic format. It should not be combined with another Part of the Fifth-Year Interim Report. Entitle it “Fifth-Year Follow Up Report” and submit it by the date indicated in the letter from the President of SACS Commission on Colleges.

Definition: A Fifth-Year Follow Up Report addresses an institution’s continued compliance with standards and requirements specified in a letter by the President of SACS Commission on Colleges normally at the time of an institution’s last review. (If applicable, a copy of the letter is enclosed.)

Audience: The Fifth-Year Follow Up Report is reviewed by SACSCOC Board of Trustees and is subject to the review procedures of the Commission’s standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Elements: Structure the response so that it addresses the standards in the order that they appeared in the report. Tabs should separate each response to a cited standard.

For each accreditation standard noted in the letter, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement of the Principles of Accreditation and the recommendation exactly as it appeared in the visiting committee report; (2) provide a brief history of previous responses to the standard, if more than a first response (to include an accurate summary of the original concerns of the visiting committee; (3) cite verbatim the current request of the Commission (reference notification letter from the President of the Commission); and (4) prepare a response to the recommendation to include documentation supporting ongoing compliance.

When doing so, please adhere to the following guidelines:

- Provide a concise, clear, and complete report. Ensure that documentation is appropriate for demonstrating fulfillment of the requirement. Specify actions that have been taken and document their completion.
- Ensure that your narrative explains the use of the documentation and how the documentation supports compliance.
- When possible, excerpt passages from text and incorporate the narrative into the report instead of sending an entire document as a reference. Provide definitive evidence, not documents that only address the process.
- Specify actions that have been taken and provide documentation that such actions have been completed.
- When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.