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January 30, 2015

Dr. Roy H. Saigo
President
Southern Oregon University
1250 Siskiyou Blvd.
Ashland, OR 97520

Dear President Saigo:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that at its January 7-8, 2015, meeting, the Commission accepted Southern Oregon University's Fall 2014 Ad Hoc Report which was to address Recommendations 1 and 2 of the Fall 2013 Year Three *Resources and Capacity* Peer-Evaluation Report. The request for this report was the subject of Commission correspondence dated February 6, 2014.

In accepting the report, Commission determined that in regard to Recommendation 1 of the Fall 2013 Year Three Peer-Evaluation Report (Standard 2.A.24), the University now meets the Commission's criteria for accreditation. However, the Commission reiterated that Recommendation 2 (Standard 2.6.7) of the Fall 2013 Year Three Peer-Evaluation Report is an area where the University does not meet the Commission's criteria for accreditation. The Commission therefore requests that the University again address Recommendation 2 of the Fall 2013 Year Three Peer-Evaluation Report in an Ad Hoc Report to be submitted by May 1, 2015. According to U.S. Department of Education Regulation 34 CFR 602.20 and Commission Policy, *Commission Action Regarding Institutional Compliance Within Specified Period* (enclosed), the Commission requires that Southern Oregon University take appropriate action to ensure that Recommendation 2 of the Fall 2013 Year Three Peer-Evaluation Report is addressed and resolved within the prescribed two-year period. Recommendation 2 requires that SOU submit a finalized Policy on Credit for Experiential Learning (Standard 2.C.7).

If you have any questions, please do not hesitate to contact me.

Best wishes for a peaceful and fulfilling New Year.

Sincerely,

Sandra E. Elman
President

SEE:rb

cc: Dr. Susan Walsh, Associate Provost and Dean of Graduate Studies ✓

Enclosures: *Commission Action Regarding Institutional Compliance Within Specified Period* Policy
Guidelines for the Preparation of Ad Hoc Reports

Commission Action Regarding Institutional Compliance Within Specified Period Policy

If the Commission determines that an institution it accredits is not in compliance with a Commission standard for accreditation or an eligibility requirement, the Commission will immediately initiate adverse action against the institution or require the institution to take appropriate action to bring itself into compliance within a time period that shall not exceed: (1) twelve months, if the longest program offered by the institution is less than one year in length; (2) eighteen months, if the longest program offered by the institution is at least one year, but less than two years, in length; or (3) two years, if the longest program offered by the institution is at least two years in length.

The Commission may extend the period for compliance noted above should it reasonably expect that, based upon the institution's progress toward meeting the Commission's standard for accreditation or eligibility requirement, the institution will come into full compliance within a reasonable timeframe. Should an institution deem that as a result of mitigating circumstances it is not able to comply with the standard for accreditation or eligibility requirement within the specified period of time, the institution may submit a written request to the Commission for additional time to come into compliance with the standard for accreditation or eligibility requirement. The request is to be submitted prior to the time limit for corrective action set forth by the Commission, provide a detailed explanation of the reasons why the institution cannot comply with the standard for accreditation within the designated time period, and demonstrate that the institution is making good progress in meeting the standard for accreditation. Following a review of the request, the Commission will make a determination as to whether the institution has based its request on valid reasons. If the Commission determines that the institution has substantiated good cause for not complying within the specified time period and is making good progress to come into compliance, the Commission will extend the period for achieving compliance and stipulate requirements for continuing oversight of the institution's accreditation during the extension.

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Guidelines for the Preparation of Ad Hoc Reports

Please submit six (6) printed copies of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office. Send each evaluator a printed set of materials and an electronic copy of the report.

Structure

1. Title page containing (as a minimum):
 - a) Institution name;
 - b) Type of report (i.e., Ad Hoc Report); and
 - c) Date.
2. Table of Contents.
3. Introduction regarding the context for the report (i.e., when the report was requested, why it was requested (result of Focused, Regular, or Comprehensive evaluation; result of a substantive change, etc.)
4. List each Recommendation or topic to be addressed followed by a thorough response to the Recommendation or topic. Repeat until all Recommendations and/or topics have been addressed.
5. Concluding statement summarizing the institution's progress in addressing the areas of inquiry requested by the Commission.

Layout

1. Use letter size portrait orientation (8½ inch width by 11 inch height) with 1 inch margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings. Headings should be typed in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, and Introduction).
4. Single space text in the body of the report.

Publication

To conserve paper and minimize shipping costs, please adhere to the following:

Print Version

1. Use **WHITE** 20 pound paper for the report.
2. Other than the Title Page and Table of Contents page, copy on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple smaller reports in the upper left corner. Clip larger reports. Do not bind or shrink-wrap reports!

Electronic Version

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendixes may also be sent as a single Adobe Acrobat file. *Non-Acrobat files and multi-file reports may be returned.* The file should be emailed to: reports@nwccu.org.

Contact the Commission Office at 425/558-4224 if you have any questions regarding these guidelines.