



TRACS INITIAL APPLICATION PROCEDURE

Steps for the Application through Evaluation Team Visit.

The sequential steps involved in the application through candidacy process are as follows:

1. The institution that has been corresponding with TRACS requests application materials from the TRACS office.
2. The corresponding institution completes the *Institutional Profile* (with all enclosures) plus the *Institutional Eligibility Requirements* (IERs) checklist and sends all materials to the TRACS office along with the required application fee of \$4,000.
3. A Staff Review Committee completes an initial review of the *Institutional Profile* and all support materials including the *Institutional Eligibility Requirements* (IERs). A written evaluation is sent to the institution including one of the following decisions:
 - a. **Approving the corresponding institution as an applicant.**
 - (1) The institution is notified of approval as applicant and staff visit is scheduled.
 - (2) Following staff visit, a report is submitted to the institution and screening committee containing recommendations of the staff visit.
 - (3) The institution responds to the staff report recommendations in writing.
 - (4) All materials including the *Institutional Profile*, staff report, and the institutional response are submitted to the Staff Review Committee for another review at its next scheduled meeting.
 - (5) The Executive Director informs the institution of the Committee's decision either to:
 - § Proceed toward submitting a Self-Study Proposal.
 - § Delay Self-Study Proposal submission/furnish reasons.

- b. Deferring the corresponding institution as applicant with recommendations.**
 - c. Rejecting the corresponding institution as applicant with rationale.**
 - 4. Upon approval of the Self-Study Proposal and timeline, the institution (now an active applicant) is notified and may begin the self-study process for candidacy. A tentative date is approved for the on-site evaluation team visit.
 - 5. The institution, after successfully completing the Self-Study Report, sends the following to the TRACS office **three months prior to the scheduled on-site visit.**
 - a. Two copies of the Self-Study Report following *Self-Study Guidelines, Preparations and Procedures*, (available from the TRACS office) demonstrating the extent to which the institution complies with the Standards and Criteria and one copy of the following supporting documents:
 - 1) Letter/Certificate of state authority to grant diplomas or degrees
 - 2) Current catalog
 - 3) Current financial audit prepared by an independent, certified public accountant, including a management letter.

Audit required according to "General Accepted Accounting Principles" (GAAP) prior to scheduling an on-site visit.
 - 4) Charter or articles of incorporation
 - 5) Bylaws of governing board
 - 6) Planning document including an assessment plan for the institution.
 - b. A letter from the chairman of the governing board or president requesting that the institution be considered for candidacy.
 - c. The change of status fee, calculated according to the current Fee Structure Chart available from the TRACS office. (*Institutions requiring additional team visits consisting of two or more persons will be required to pay the change of status fee prior to each visit.*)
6. The institution sends each team member a copy of the Self-Study Report with the documentation **when the team roster is received from the TRACS office.** Prior to the team visit, the visiting team chair may visit the campus to review the institution's preparation for the team visit.
7. The evaluation team will visit the institution **within three (3) months prior to the April or November Accreditation Commission meeting.** (Team visits

later than three months will not provide sufficient time for the Accreditation Commission to act on the institutional application at the Accreditation Commission meeting.) All costs of the visit will be borne by the institution, including travel, lodging, meals, in-town transportation, and team member honorarium.

8. Following the team visit exit interview, the chairman of the evaluation team files a draft copy of the Evaluation Team Report with the institution and with the TRACS staff representative, who submits it to the TRACS office.
9. The TRACS office receives any modifications to the Evaluation Team Report from the team chair and team members.
10. A revised copy of the Evaluation Team Report, including corrections from the chair and team, is submitted to the institutional CEO.
11. **At least two (2) months prior to the April or November Accreditation Commission Meeting,** the institution must file a written Response to Recommendations and Suggestions in the Evaluation Team Report.
12. Upon receipt of the institution's Response to the Report, the TRACS Office schedules the institution for review by the Accreditation Commission at either its April or November meeting and notifies the institution that its application has been placed on the agenda, and requests that institutional representatives attend the meeting.