

Pre-Applicant Minimum Requirements for Eligibility Guidelines

Effective Date: July 1, 2024

The institution will submit all required evidence in the Evidence Inventory to demonstrate that it meets all of the following minimum requirements and is eligible to apply for candidate for accreditation status. Before uploading evidence, the institution must submit the Pre-Applicant Institution Data Form. *Please see the Application and Candidacy Review Cycle and Monitoring Policy and Pre-Application Determination of Eligibility to Apply Procedures* for more information.

The institution must always compile accreditation materials in a secure and confidential manner in accordance with applicable laws and regulations (*Communication in the Accreditation Process Policy and Procedures*). Institutions must always honor FERPA as well as other privacy laws when submitting evidence to the Commission. The institution will omit personally identifiable and other sensitive personal information in submissions. If documents are considered pertinent and necessary for the review the institution will redact personally identifiable information prior to submission.

MINIMUM REQUIREMENT 1: PROPER LEGAL AUTHORIZATION OR LICENSING TO OPERATE AS A POSTSECONDARY INSTITUTION

The institution must be legally authorized or licensed to operate as a postsecondary educational institution to provide educational programs beyond secondary education or the equivalent for non-U.S. institutions, or hold proper legal exemption, from the appropriate jurisdiction where the institution is physically located in accordance with federal regulation 34 CFR § 602.28(a), § 600.4, and § 600.9.

Criteria

A pre-applicant institution provides sufficient evidence to demonstrate the following:

a. Degree-Granting Authority (DGA). The institution must hold a current valid charter, license or other written document issued by an appropriate jurisdiction granting the institution the authority to issue degrees and operate within a state or jurisdiction; and	• Current valid charter, license or other written document issued by an appropriate jurisdiction • If applicable, any other document or letter from an appropriate jurisdiction indicating the renewal of degree granting authority for a period of time • If the institution is in the process of seeking legal authorization from a state or federal agency or Congress, the institution's application and any relevant correspondence with the agency, as applicable ○ This may be relevant for a new military institution. ○ The institution will continue reporting to the Commission about its status throughout the application process. • If applicable, any exemption from state authorization under the State constitution or by State law or by an authorized jurisdiction ○ Exemptions from state law must be supported by state-issued documentation or by express statutory/regulatory language. ○ The Commission will review any exemption and determine if it meets the minimum requirements for degree-granting authority (DGA).
b. Main Campus. The institution must have a primary physical address that meets the Commission's definition of main campus; and The main campus is defined by the Commission as the primary physical facility at which the institution offers eligible programs, within the same ownership structure of the institution, and certified as the main campus by the United States Department of Education (USDE) if applicable and the Commission. The institution's primary administration, classroom buildings, residence halls, library, and other	• Main Campus address (<i>Reported in the Pre-Applicant Inquiry Form</i>) • Evidence the main campus is located in the state in which the institution is authorized to offer postsecondary degrees. • Main Campus Certification Statement (See Appendix A). • If different from the address documented on the institution's DGA, license to operate, or governing documents, written documentation of physical address (utility bill, lease

buildings are housed within the same reasonably contiguous geographic area or parcel of land of the main campus. • For an institution that offers on-campus programs and distance education programs, the distance education programs are associated with the main campus of the institution • For an institution that offers distance education programs, the institution is located where its administration offices are located	agreement, mortgage statement, etc.).
c. Licensed to Operate. The institution must hold a proper license to operate and conduct business as an institution of higher education in each jurisdiction in which the institution operates.	• Complete list of all geographic locations, including the main campus, in which the institution operates (<i>Reported in Pre-Applicant Institution Data Form - Section I</i>) • Application and documentation of the license to operate for the main campus including but not limited to any documents such as a clerked order indicating any provisions or conditions on the license • Application and documentation of the license for each jurisdiction in which the institution operates • If applicable, Eligibility and Certification Approval Report (ECAR) • If applicable, NC-SARA reciprocity agreements or approvals

MINIMUM REQUIREMENT 2: GOOD STANDING WITH STATE AUTHORIZING AGENCIES AND OTHER USDE RECOGNIZED ACCREDITORS

The institution must be in good standing with the state or other authorizing agency, other accreditors, and quality assurance agencies.

Criteria	
A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution must not be subject to a pending or final action brought by a state agency or other authorizing agency to suspend, revoke, withdraw, or terminate the institution's legal authority to provide postsecondary education in accordance with 34 CFR § 602.28(b)(1); and	• Documentation of the institution's current status with the authorizing state agency(ies) • Renewal or reaffirmation letters with dates • If applicable, documentation of the institution's current status with any other appropriate jurisdictions (renewal or reaffirmation letters with dates)
A pre-applicant institution that is currently accredited by a USDE recognized accrediting agency (institutional or programmatic) provides sufficient evidence to demonstrate the following:	
b. The institution must not be subject to a pending or final decision by a United States Department of Education (USDE) recognized accreditor to deny accreditation or pre-accreditation in accordance with federal regulation 34 CFR § 602.28(b)(2); and	• Documentation of the institution's application with any USDE recognized accreditor it has applied to (for example, most recent action letter, statement of accreditation status, accreditation reports, and team reports) ○ Institutional ○ Programmatic
c. The institution must not be subject to a pending or final action brought by a USDE recognized accreditor to suspend, revoke, withdraw, or terminate the institution's accreditation or pre-accreditation in accordance with federal regulation 34 CFR § 602.28(b)(3); and	• Documentation of the institution's current status with each USDE recognized accreditor (for example, most recent action letter, statement of accreditation status, accreditation reports, and team reports) ○ Institutional ○ Programmatic
d. The institution must not be the subject of a <i>current</i> non-compliance action (warning, probation, show cause, or equivalent status) imposed by any USDE recognized accreditor in accordance with federal regulation 34 CFR § 602.28(b)(4); and	• Documentation of the institution's current status with each USDE recognized accreditor (for example, most recent action letter, statement of accreditation status, accreditation reports, and team reports) ○ Institutional ○ Programmatic

e. The institution must not have a previous non-compliance action taken by a USDE recognized accreditor within the time periods specified below: ○ A previous warning (or equivalent) action within the past five years; and/or ○ A previous probation (or equivalent) within the past eight years; and/or ○ A previous show cause action within the two most recent accreditation cycles of the USDE recognized accreditor	● Clear documentation of the institution's accreditation history with each USDE recognized accreditor for the past two accreditation cycles (for example, statement of accreditation status or other summary documentation if available; otherwise, compilation of action letters, accreditation reports, and team reports) ○ Institutional ○ Programmatic
f. For an institution that is currently participating in Title IV student financial aid programs and has applied to change accreditors or obtain multiple accreditations from USDE, the institution must provide the application and written approval from USDE-Federal Student Aid (FSA) in accordance with 34 CFR § 600.11(a) and (b).	● A brief written statement documenting: ○ the reason for the change of accreditor or multiple accreditation ○ if the institution intends to add or change its primary gatekeeper with the USDE to MSCHE ○ the reason for seeking MSCHE accreditation, including how the decision is voluntary ● Submission and written documentation of approval to change or add accreditor from USDE-Federal Student Aid (FSA) ● Eligibility and Certification Approval Report (ECAR), most recent
<i>Under the HEA the United States Department of Education (USDE)"recognizes" (approves) accrediting agencies that the Secretary of Education determines to be reliable authorities as to the quality of education or training provided by institutions of higher education, and USDE publishes a list of nationally recognized accrediting agencies. Authority: 34 Code of Federal Regulation (CFR) Part 602 and Section 496 of the HEA as amended)</i> <i>For a list of USDE recognized institutional accrediting agencies, see https://www2.ed.gov/admins/finaid/accred/accreditation_pg3.html#RegionalInstitutional</i> <i>For a list of USDE recognized programmatic accrediting agencies, see https://www2.ed.gov/admins/finaid/accred/accreditation_pg4.html#National_Institutional</i>	

MINIMUM REQUIREMENT 3: INSTITUTION IS OPERATIONAL WITH STUDENTS ENROLLED IN DEGREE PROGRAMS

The institution must be operational, with at least one cohort of students actively enrolled in its degree programs. Institutions that offer only postsecondary certificates, diplomas, or licenses are not eligible for accreditation by the Middle States Commission on Higher Education.

Criteria	
A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution must have at least one cohort of students actively enrolled and currently receiving instruction from the institution; and	- List of all educational programs with enrollments (undergraduate or graduate) (<i>maintain privacy protections when enrollment is less than 20 students</i>) - Annual Enrollment FTE (Annual Institutional Update (AIU) Indicators and Metrics, Reported in Pre-Applicant Institution Data Form - Section II) - Schedule of classes and academic calendar
b. The institution must provide educational programs beyond secondary education.	- Academic catalog including URL with description of degree requirements and expected time to completion - Brief description of educational programs that are offered through alternative delivery methods (distance education, correspondence education, direct assessment, competency-based education (CBE)) - Brief description of student learning opportunities offered by the institution. Student learning opportunities are various types of educational experience which include but are not limited to non-credit, workforce development, internships, clinical experiences, student teaching, study abroad, and/or credit bearing educational courses. Student learning opportunities may be delivered via different types of modalities including classroom, online, blended, self-guided, mixed delivery, coaching, mentoring, and/or experiential course work.

MINIMUM REQUIREMENT 4: INSTITUTIONAL MISSION & GOALS

The institution must have a mission statement and related goals that define its purposes within the context of higher education.

Criteria A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution must have a mission statement that defines its purposes within the context of higher education; and	• Mission statement, including date of last revision • Brief overview of institution mission and history
b. The institution must have institutional goals that are realistic, appropriate to higher education and consistent with mission; and	• Most recent institutional strategic plan or institutional effectiveness plan, or other documentation of strategic planning or goal-setting
c. The institution must have goals that focus on student learning outcomes and student achievement; and	• Educational goals with evidence of their relationship to mission (e.g., crosswalk, etc.) • Evidence that the institution has set goals that address student learning outcomes, and attainment can be measured using student achievement data including graduation rates, retention rates, transfer rates, job placement rates or alternate completion measures.
d. The institution must provide evidence and trend analysis of the institution's progress at meeting the established student achievement goals.	• At least two years of 150% graduation rates, as appropriate to institutional mission and disaggregated and analyzed as appropriate to mission (Annual Institutional Update (AIU) Indicators and Metrics, Reported in Pre-Applicant Institution Data Form - Section II) • Retention Rates (e.g. IPEDS) • As applicable, alternative student achievement/completion measures, including but not limited to: ○ Transfer Rates ○ Placement rates ○ Student Achievement Measure (SAM) ○ Outcomes Measures (OM) (e.g. IPEDS) ○ Degrees Awarded, by credential level annually (e.g. IPEDS) ○ Pass Rates on standardized examinations

	○ Data on Earnings (e.g. College Scorecard)
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MINIMUM REQUIREMENT 5: INSTITUTIONAL GOVERNANCE

The institution must have a governance and administration structure that allows it to have education as its primary purpose and there are no legal or proprietary ambiguities in the ownership and control of or responsibility for the institution.

Criteria	
A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution must operate as an academic institution with appropriate autonomy; and	- Brief description of the legally constituted governance structure that outlines the roles, responsibilities, and accountability for decision making for the institution - If applicable, table or list of all related entities as defined in the Commission's <i>Related Entities Policy and Procedures</i> and a description of the entity's role in decision-making for the institution (include each entity's legal name, jurisdiction, form of organization, incorporation date, whether it is a holding or operating company, and type of entity) - If applicable, Related Entities Certification Statement for any related entity (<i>available on the Commission's website</i>)
b. The institution must have a clearly defined decision-making structure; and	- Governing or formation documents (including but not limited to bylaws, articles of incorporation, or other founding documents) for each entity that is part of the legally constituted governance structure - Chart or diagram that includes every entity that is part of the of the legally constituted governance structure and clearly conveys who ultimately has control of the decision-making of the institution - Organizational chart of administrative structure
c. The institution must have structures and controls in place to ensure its independence from improper and undue political, financial, or other influence of the board in the day-to-day operations.	- Policy and procedures for board conflicts of interest - Documentation of regular or systematic disclosure or reporting of conflicts of

	interest and/or recusals (e.g. forms or meeting minutes) • Brief description of the composition of the governing body • Roster of the current governing body or board members with last name only, title, affiliation, and occupation of each member ○ Identify those members of the governing board who are remunerated by the institution through salaries, wages or fees ○ Identify board members who are creditors of the institution, guarantors of institutional debt, or active members of businesses of which the institution is a customer • Evidence that board members have no employment, ownership, or personal financial interest in the institution • Evidence that the majority owner is not the President/CEO
	• Public Institutions Only – Letter or notification confirming the institution’s status as a public institution from the jurisdiction in which the institution is physically located with the legal authority to make such a designation • Non-profit – Documentation of non-profit 501(c)(3) status such as IRS Determination letter

MINIMUM REQUIREMENT 6: FINANCIAL RESOURCES

The institution must have documented financial resources, funding base, and plans for financial development, including those from any related entities, adequate to support its educational purposes and programs and to ensure financial stability.

Criteria	
A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution must have a record of responsible financial management, including an annual independent audit confirming financial viability and proper internal financial controls; and	• Most recent annual independent audited financial statements or other financial reports for the two most recent fiscal years ○ If applicable, management letter
b. The institution must not have an audit opinion expressing doubt about the continued existence of the institution as a going concern or have an adverse, qualified, or disclaimed opinion; and	• Most recent annual independent audited financial statements or other financial reports for the two most recent fiscal years ○ If applicable, management letter
c. The institution must have documented financial resources and demonstrate financial sustainability; and	• Financial health indicators (Annual Institutional Update (AIU) Indicators and Metrics, Reported in the Pre-Applicant Institution Data Form - Section II) ○ Composite Financial Index (CFI) ○ Ending Net Assets ○ Change in Net Assets
d. The institution must have a documented financial planning and budgeting process; and	• Current fiscal year institutional budget or other comparable documentation ○ Budgeting policies and procedures ○ Budget projections, including clear parameters and assumptions on which they are based • Description of financial planning process • Financial projections, including enrollment projections for two years
e. Related Entities Financial Information, if applicable. If the institution has related entities, the institution must provide financial information for each related entity that allows Commission representatives to assess the financial viability and management of the institution; and	• Documentation of funding streams from related entities and analysis of the institution's financial independence from a related entity • Financial statements, audits or financial reports, financial plans, or budgets for each related entity

f. Compliance with Federal Financial Responsibility, if applicable. If the institution participates in Title IV student financial aid programs with the United States Department of Education (USDE), the institution must demonstrate compliance with its program responsibilities under existing federal Title IV and other state laws and regulations, including any audits of financial aid programs as required by federal and state regulations.	• Program Participation Agreement (PPA), most recent • Eligibility and Certification Approval Report (ECAR), most recent • Heightened Cash Monitoring status (Institution should not currently be on HCM1 or HCM2) • Three-year official cohort default rate (rate must be less than 30%) • If applicable, federal financial responsibility composite score/composite score index for the three most recent years (must not be lower than 1.5) • Program Review Determination Letter (Final Program Review Determination Letter or Expedited Determination Letter; including any related correspondence), most recent • If applicable, Single Audit (OMB Circular A-128; OMB Circular A-133, 2 CFR 200 Subpart F: Uniform Guidance) • If applicable, USDE correspondence and institutional response related to limited, suspended, terminated eligibility to participate in Title IV • For-Profit Institutions only – 90/10 Rule – percentage of revenue from federal funds (percentage must be less than 85%)
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MINIMUM REQUIREMENT 7: REQUIRED DISCLOSURES AND CERTIFICATIONS STATEMENT

The institution must honestly and accurately make the following disclosures and provide sufficient description and documentation to explain the facts and circumstances. If there is a lack of disclosure or sufficient description and documentation, or if any disclosure raises concerns, the institution may be disqualified from proceeding in the application.

Criteria	
A pre-applicant institution provides sufficient evidence to demonstrate the following:	
a. The institution has completed and signed the required disclosures and certifications statement; and	• Signed required Disclosures and Certifications Statement (see Appendix B)
b. The institution has provided sufficient description and documentation to explain the facts and circumstances.	• If applicable, description and documentation to explain the facts and circumstances

Version: 2024-07-01, v. 2024-09-06, v. 2025-11-17, v. 2025-11-26



Appendix A

Main Campus Certification Statement

Instructions

Institutions are required to certify that they have a physical address that meets the Middle States Commission on Higher Education's definition of Main Campus.

- Complete this form and upload it into the Evidence Inventory
- Submit this form and all supporting statements combined as a single, bookmarked PDF
- Send questions to applicationprocess@msche.org

Date Submitted:

Name of Institution:

Complete Address for the Location that will be Designated as the Main Campus:

Certifications

By signing and submitting this *Main Campus Certification Statement*, the individual below certifies the following (please initial all that apply):

_____ The address indicated above is designated as the Main Campus.

_____ The address indicated above meets the Commission's definition of Main Campus:
The primary physical facility at which the institution offers eligible programs, within the same ownership structure of the institution, and certified as the main campus by the Department and the Commission. The institution's primary administration, classroom buildings, residence halls, library, and other buildings are located within the same reasonably contiguous geographic area or parcel of land of the main campus.

- _____ For an institution that offers on-campus programs and distance education programs, the distance education programs are associated with the main campus of the institution.
- _____ The Main Campus is used for educational and business purposes.
- _____ The Main Campus is not solely a registered address.
- _____ The Main Campus is used and occupied by the institution.
- _____ The Main Campus must meet applicable regulatory requirements, including those related to physical presence.
- _____ The institution understands that it must notify the Commission if the Main Campus changes.
- _____ The institution understands the Commission will conduct a site visit to the Main Campus and all branch campuses and additional locations as part of the pre-application process.
- _____ The information provided is accurate at the time of submission.
- _____ For an institution that offers distance education programs, the institution is located where its administration offices are located. If an institution offers only distance education programs, the institution must certify that the Main Campus is:
- Used for education purposes and administration operations.
 - The Main Campus is not solely a registered address.
 - The Main Campus is used and occupied by the institution.
 - Commission policy and procedures require a site visit to this Main Campus.

Signature

The Main Campus Certification Statement must be signed by the institution's Chief Executive Officer (CEO)/President. *Please complete the following information and sign this form by typing your name or inserting an electronic signature in the space provided:*

CHIEF EXECUTIVE OFFICER/PRESIDENT OF INSTITUTION:	
Name:	Title:
Email:	Phone:
Signature:	Date:



Appendix B

Required Disclosures and Certifications Statement

Effective Date: July 1, 2024

The institution must honestly and accurately make the following disclosures and provide sufficient description and documentation to explain the facts and circumstances. The lack of sufficient description and documentation may disqualify the institution. The information disclosed here is shared with peer evaluators as part of the accreditation decision-making process. The Commission holds all accreditation materials in confidentiality.

Required Disclosures		
	Yes	No
Has any owner(s), manager(s), or related entity been directly or indirectly employed or affiliated with any institution which has lost or been denied accreditation by any accrediting agency during that individual's period of employment or affiliation? If the answer is YES, please attach a statement to this application which gives full disclosure of the person(s) and the institution(s) involved and details the facts and circumstances surrounding that institution's loss or denial of accreditation, including formal documentation of the loss of accreditation from the other accreditor.	☐	☐
Has any owner(s), manager(s), or related entity been directly or indirectly employed or affiliated with any institution that has entered bankruptcy and/or receivership? If the answer is YES, please attach a statement to this application which gives full disclosure of the person(s) and the institution(s) involved and details the facts and circumstances surrounding that institution's bankruptcy, receivership, or both as applicable.	☐	☐
Has any owner(s), manager(s), related entity served in a similar capacity in any other institution where it closed without required approvals? If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the institution(s) involved and a description of approvals that were required and how the institution closed, including a	☐	☐

description of the teach-out plan and/or any teach-out agreements that were developed and/or implemented.		
Has any owner(s), manager(s), or related entity associated with this application been directly or indirectly employed or affiliated with any institution that has lost or been denied eligibility to participate in Federal Student Financial Aid (title IV) programs? If the answer is YES, please attach a statement to this application which gives full disclosure of the person(s) and the institution(s) involved and details the facts and circumstances surrounding the loss or denial of title IV eligibility.	☐	☐
Is any action or investigation pending (interpreted broadly to include but not limited to court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (interpreted broadly to include but not be limited to federal or state court, grand jury, special investigator, U.S. Department of Education, or any state or federal regulatory or law enforcement agency) regarding any owner(s), manager(s), or related entities associated with this application? If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner or manager and the institution involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the owner or manager involved. If the matter is final, provide a copy of the final action documentation.	☐	☐
Has any owner(s), manager(s), or related entity served in a similar capacity in any other institution where either that individual or the institution has been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act? If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner or manager and the institution which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the proposed new owner or manager involved. If the matter is final, provide a copy of the final action documentation.	☐	☐
Does the institution have any affiliation (financial relationship, articulation agreement, contractual arrangement, shared services agreement, etc.) with	☐	☐

any other institution of higher education that is a member of the Middle States Commission on Higher Education? If the answer is YES, please attach a statement which gives full disclosure of the name of the institution(s), the affiliation, and the nature of the affiliation/relationship, including an organizational chart diagramming the relationship with the other entity.		
Does the institution have any affiliation (financial relationship, articulation agreement, contractual arrangement, etc.) with any other institution of higher education that is <u>not</u> a member of the Middle States Commission on Higher Education? If the answer is YES, please attach a statement which gives full disclosure of the name of the institution(s), the affiliation, the nature of the affiliation/relationship, and the accrediting agency that recognizes the institution, if any. Provide an organizational chart diagramming the relationship with the other entity.	☐	☐
Is the institution planning or in discussions with any other entity or institution regarding a merger, acquisition or any other type of change in legal status, form of control, ownership or any other fundamental change to the structure of the institution? If the answer is YES, please attach a statement to this application which details the facts and circumstances that are currently known or available surrounding the potential transaction. Include any potential partner name, timeline, or other information that is available at this time.	☐	☐

Certifications

By signing and submitting this *Required Disclosures and Certifications Statement*, the individual below certifies that (please initial all that apply):

	The pre-applicant institution certifies that it is providing full disclosure and certifies that the information provided is accurate at the time of submission.
	The pre-applicant institution understands that it must notify the Commission of subsequent, significant developments that could affect the institution's application.

	The pre-applicant institution certifies that it is providing evidence and supporting statements as attachments, and they are appropriately labeled.
	The pre-applicant institution understands that the Commission may request additional information to verify compliance and/or verify information.
	The pre-applicant institution understands that it must abide by the relevant policies and procedures set forth by the Commission.
	The pre-applicant institution understands it must fully disclose its legally constituted governance structure including any related entities as defined in Commission policy and procedures.
	The pre-applicant institution understands the Commission may communicate with representatives from a related entity for the purpose of sharing or obtaining necessary information for the accreditation decision-making process in accordance with the Commission's <i>Related Entities Policy and Procedures</i> .
	The pre-applicant institution understands that the Commission may communicate with other quality assurance agencies (such as state agencies or other accreditors) for the purpose of sharing or obtaining necessary information for the accreditation decision-making process.
	The pre-applicant institution understands that the Commission may consult publicly available higher education data sources, monitor media outlets, and otherwise consider any other appropriate and substantiated information available to it in making a decision.
	The pre-applicant institution understands it must communicate with the Commission in English both orally and in writing.
	The pre-applicant institution understands that it must notify its constituencies, including the general public, that it is in the process of determining its eligibility to apply for candidate for accreditation status and the Commission makes available the opportunity to submit complaints or written third-party comments.
	The pre-applicant institution understands that it may not imply any candidate or accreditation status with the Commission and may not use the MSCHE logo in accordance with the Commission's <i>Communication in the Accreditation Process Policy and Procedures</i> . Any statement made about pursuing accreditation must be truthful and honest.
	The pre-applicant institution understands that it may withdraw its application at any time pursuant to Commission policy and procedures.

	The Commission reserves the right to rescind its decision(s) if any developments reveal additional information that might have affected the Commission's decision(s).
	The pre-applicant institution has reviewed the Mid-Atlantic Region Commission on Higher Education Bylaws.
	The pre-applicant institution understands that once it becomes a member, it is a membership responsibility to exhaust all appeal opportunities and submit any dispute involving final adverse actions of MSCHE (including without limitation a final denial or withdrawal of candidate for accreditation status or accreditation) to arbitration in accordance with the Commission's arbitration procedures before initiating any other legal action in accordance with the Commission's <i>Arbitration of Disputes Concerning Final Adverse Actions Procedures</i> , Mid-Atlantic Region Commission on Higher Education Bylaws, and federal regulation.

Signature

The Disclosures and Certifications Statement must be submitted and signed by the institution's Chief Executive Officer (CEO)/President, the Board Chairperson, and by an authorized representative of any related entities. Please complete the following information and sign this form by typing your name or inserting an electronic signature in the space provided:

CHIEF EXECUTIVE OFFICER/PRESIDENT OF INSTITUTION:	
Name:	Title:
Email:	Phone:
Signature:	Date:

BOARD CHAIRPERSON OF INSTITUTION	
Name:	Title:
Email:	Phone:
Signature:	Date:

Additional signatures on the following page

AUTHORIZED REPRESENTATIVE FROM RELATED ENTITY	
Name:	Title:
Email:	Phone:
Signature:	Date:

AUTHORIZED REPRESENTATIVE FROM RELATED ENTITY	
Name:	Title:
Email:	Phone:
Signature:	Date:

AUTHORIZED REPRESENTATIVE FROM RELATED ENTITY	
Name:	Title:
Email:	Phone:
Signature:	Date:

AUTHORIZED REPRESENTATIVE FROM RELATED ENTITY	
Name:	Title:
Email:	Phone:
Signature:	Date:

AUTHORIZED REPRESENTATIVE FROM RELATED ENTITY	
Name:	Title:
Email:	Phone:
Signature:	Date: