

Institutional Response to an Onsite Evaluation Report Policy

The Northwest Commission on Colleges and Universities ensures that an institution that has undergone an on-site evaluation visit has three opportunities to respond in writing to the evaluation report. The first opportunity is to respond to a draft of the evaluation report to correct factual errors before the report is finalized and submitted to the Commission office. The chair of the Peer Evaluation Committee sends the draft report to the institution and provides 7-10 days to review for “errors of fact.” Prior to the onset of the evaluation visit, the chief executive officer of the institution is notified in writing of this opportunity.

Second, the institution may choose to provide a written response to the content and findings of the final evaluation report. This is done during a period of several weeks prior to the regularly scheduled Commission meeting at which the institution will be reviewed. The Commission considers the institution’s written response to the final evaluation report during its formal deliberations of the institution at its regularly scheduled winter or summer meeting. Prior to the Commission meeting the institution’s chief executive officer is notified in writing of this option.

Third, at the time of the Commission meeting the institution may provide a written response when they appear before the Commission.

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