

File 2: HLC Mandatory Documents

The Mandatory Information File includes materials required by the HLC in their Handbook for Accreditation 3rd Edition. These files are either in electronic form or in hard copy, paper form. Files may be found in one of two sources. The ER2 is the Electronic Resource Room found at www.sic.edu by clicking on “accreditation” in the bottom right-hand corner of the screen. The TR2 is the Traditional Resource Room. The Mandatory Information File contains the following:

1. Minutes File
 - Hard copy samples – Board of Trustees
 - E-copies – ER2 (www.sic.edu Click on “About SIC,” and “Board of Trustees.”)
2. Resources used in Self-Study Report (Refer to appropriate chapter for sources used.)
 - ER2 online (www.sic.edu Click on “Accreditation.”) Index included.
 - TR2 file and self indexes included.
3. Curriculum (see also “Assessment” on SIC’s homepage)
 - A. Adoption, Revision, Evaluation (Program, Course, Online, Textbooks, Individual Study, Master Course Outline Sample)
 - B. Program Review Schedule and Two Sample Reports
 - C. Program Review Forms
 - Vocational and Transfer
 - SICCM
 - Correctional
 - D. Program Review Follow Up
4. Policies on Learning Resources
5. Policies on other Academic Organizations
6. Policies on Allocation and use of Computer Resources
7. Budgets
 - Budget and Expense Reports may be found in the ER2 in the financial link.
8. Facilities Master Plan (on **CD**)
9. Maintenance Plan
10. College Literature and Catalog (see also www.sic.edu Click on “College Catalogs” at left of screen.) Print copy of the catalog on file and on shelves in TR2.
11. Academic Standing and Related Document
 - Academic Amnesty

- Degrees Conferred
- Educational Guarantees
- Explanation of Grading System
- High School Summer Honors Program
- Transfer Credit

12. Employment

- A. General Employee Information (Applications, I-129, Stipend Form, HIPPA, ADA, ect.)
- B. Full-time Faculty Evaluations
- C. Part-time Faculty Evaluations

13. Handbooks

- Faculty (CD and www.sic.edu)
- Student (Talon and www.sic.edu)
- Staff and Administration n/a

14. Bargaining Group Agreement

- A. Faculty
- B. Custodial
- C. Classified

15. Governance

- Organizational Chart
- Board Policy Manual (hard copy – TR2 Shelves)

16. Faculty Credentials

- Schedules and Degrees
- Cohort Comparisons (ICCB)
- Reference ER2 – Governance for more information. All files are in the HR Office.

17. Refer to #5

18. Student Services

- Admission
- FERPA
- How to Register
- Sexual Harassment
- Standards of Conduct
- Student
- Tuition, Fees, and Refunds
- Tuitions Refunds
- More online www.sic.edu

19. Board of Trustees
 - A. Trustee Members
 - B. Foundations and Falcon Society
20. Other Accrediting Bodies
21. Title III Compliance and Recertification
22. Third Party File