

Providing Documentation for the SACS Reaffirmation Compliance Certification

A crucial component of the SACS reaffirmation narrative is providing appropriate documentation for the university's compliance status. It is not enough to state that JMU has a policy or practice in support of a requirement; the report must provide a link to that published policy.

When the compliance certification report is submitted, it will include an electronic document library of all documentation cited. This allows our off-campus reviewers to verify the information as they review. These links cannot be to live Web sites as the reviewers may not be able to access the Internet when they are reviewing. As a result, any links to Web sites must be reformatted as PDFs.

All documentation must be provided electronically through Xitracs.

In many cases, the source will be a Web site. For those documents, convert or print the page/site to a pdf and use the citation guidelines below. You can also include the full URL in your narrative for this draft.

If the source is not on a published Web site, you must provide an electronic copy of the document. A pdf file is preferred. These documents should be referenced in the narrative according to the citation guidelines below.

Capturing documentation for each compliance statement is essential. There are suggestions of sources to use in the Committee Resources section of Xitracs.

Examples

Because you are directly linking your sources through Xitracs, we can identify the document or portion of a document you think best supports your narrative. The reference will be shortened to increase the readability of the report.

The citation you submit may look like this:

Students on academic probation must submit their re-entry applications to the director of Academic Student Services [2010-11 Undergraduate Catalog, p. 28, Students on Academic Probation].

The mission of O&E is consistent with and integral to the university's mission and strategic planning:

Outreach & Engagement extends the resources of JMU's campus by encouraging the creation and implementation of innovative educational opportunities. We foster partnerships while encouraging and engaging individuals and communities to reach and exceed their personal and professional goals [Outreach and Engagement Web site Opening Page (jmu.edu/outreach)].

In the final version, the citation will look like this:

Students on academic probation must submit their re-entry applications to the director of Academic Student Services [Undergraduate Catalog].

The mission of O&E is consistent with and integral to the university's mission and strategic planning:

Outreach & Engagement extends the resources of JMU's campus by encouraging the creation and implementation of innovative educational opportunities. We foster partnerships while encouraging and engaging individuals and communities to reach and exceed their personal and professional goals [Outreach].

Citation Guidelines

- For this version, do not follow a specific style guide for citing sources.
- Use brackets within text to document sources at the end of your sentence. If there are multiple citations in a sentence, group them in order at the end of the sentence.

The office will assist with local and statewide workforce and economic development and initiate relationships with business and industry to better understand how JMU can meet the workforce and economic development needs of our constituents [JMU Strategic Plan, O&E Strategic Plans and Outcomes].

- If you are referencing a portion of a larger document – such as one paragraph from a long Web page – indicate the section with the appropriate heading or opening text.
- If you are referencing a portion of a larger print document – such as the Honor Code section of the Judicial Handbook – indicate the section with the appropriate page number and heading.
- Include as much information as necessary to identify the source material. In some cases, this may be an entire document (i.e., a single Web page). In others, you need only cite the relevant page or pages (i.e., “Undergraduate Programs” in the current undergraduate catalog).

It is crucial that you provide all the information necessary to support the narrative you develop. If you need assistance in accessing a document or converting your document to an electronic file, contact Tina Grace (gracetm@jmu.edu) or Kristi Shackelford (shackekl@jmu.edu).