

James Madison University SACS Reaffirmation Compliance Certification Guidelines

The narrative you're writing for the SACS Reaffirmation Compliance Certification Report will be combined with sections from other writers to create a single comprehensive report. At that time, the editors will ensure that the tone, style and formatting are consistent.

For this draft, focus on drafting a clear, concise narrative that illustrates how JMU is in compliance with the requirement you have been assigned. It is not enough to say that the university meets the requirement; your response must provide:

- details on how JMU meets the requirement
- examples of documentation showing that the requirements are met.
- when possible, documentation of the process being followed

For example, 4.5 states: *The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.* A response should include:

- Narrative stating that JMU meets this requirement
- The source where information on the policy is located, such as a specific page of the undergraduate catalog
- An example that the policy has been followed, such as an incident report or series of emails
- This level of detail is not required for all responses, but should be attempted for any response referencing JMU practices.

Focus on content and examples for this draft. Your text should be well written and free of errors in content – we'll clean up formatting and stylistic issues during a first review. Text submitted for this draft must:

- Be concise and accurate
- Be well-written, readable and understandable to a group of peers who may have no knowledge of the institution
- Be clear so that its analyses and conclusions are understandable to the institutional community and others.
- Provide ample description supported by relevant and recent documentation

Style Conventions:

- Write in the third person
- Use "the university," not "we"
- Use subheadings as appropriate, but no more than two levels
- Label all tables with a number and name (i.e., Table 2.8-1: Student Tutors).

Formatting Conventions:

- Do not use automatic hyphenation
- If you are including tables, format them simply in Word. Do not use shading or elaborate lines.
- Use a sans-serif font (Times New Roman) in 12 point for body copy.
- Use a sans-serif font (Times New Roman) in 18 point, bold for main headings.
- Single space all text.