CHAIR INSTRUCTIONS
PREPARING REPORT PAGES 1-2

Report pages 1-2 are the first two pages of the Mission, Organization, and Administration template.

Shown here are the blank report pages. Type in the correct information.

[SELECT TYPE OF VISIT] Choose an item.VISIT REPORT

CAMPUS NAME
Address
City, State Zip
ACICS ID Code: Code

Name of On-Site Administrator, Title (e-mail address)
(Campus E-mail Address)

CAMPUS ADDITION(S)
CAMPUS ADDITION NAME (if applicable)
Address
City, State Zip
ACICS ID Code: Campus Addition Code

MAIN CAMPUS
Main Campus (if different from above)
Cite, State
ACICS ID Code: Main Campus Code

[Date(s) of Visit] Month DD, YYYY

Name	Chair	Team member's institution/Affiliation	City, State
Name	Student-Relations Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Discipline of Specialist	Team member's institution/Affiliation	City, State
Name	Staff Representative	ACICS	Washington, DC

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ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

PROGRAMS OFFERED BY
[CAMPUS]
[CITY STATE]

CREDENTIAL EARNED (As defined by the institution)	ACICS CREDENTIAL	APPROVED PROGRAM TITLE	Clock Hrs.	Sem./ Qtr. Hrs.	Enroll: Full-time/ Part-time	CAR Retention & Placement (%)			
						2014		2013	
						Ret.	Pla.	Ret.	Pla.
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
Name of credential	Choose an item.	Name of major			0/0	0.00	0.00	0.00	0.00
TOTAL ENROLLMENT				[000]					

Notes: Typed in bold are any retention rates below 65 percent (programs >1 year in length) or 70 percent (programs ≤ 1 year in length) and any placement rates below 70 percent.
*   Program reviewed for the first time
**   Program(s) with no enrollment [Either identify below the expected date of enrollment or explain the campus's plans regarding the program. Do not evaluate programs with no enrollment.]
***   Program(s) not reviewed because of specialized accreditation [Indicate which program(s), the specialized agency, and the grant expiration date(s).]
+   Program(s) in which 100 percent of courses are taught at a Campus Addition.
++   Program(s) in which some but not all of the courses are taught at a Campus Addition.

Shown here are the completed report pages. If needed, delete blank lines on page 1 to achieve an attractive appearance.

Add or delete rows or headings on both pages as needed.

Note: To be able to add or delete lines, rows, or headings, you must be in Unprotected mode. See "Using the Report Templates."

REEVALUATION VISIT REPORT

ERICKSON COLLEGE
321 Main Street
Phoenix, AZ 85040
ACICS ID Code: 00022222

Mr. Scott Erickson Campus President (scott@erickson.edu)
ACICSinfo@erickson.edu

CAMPUS ADDITION
Erickson College
123 Rock Road
Tempe, AZ 85281
ACICS ID Code: 00033333

MAIN CAMPUS
Erickson College
Albuquerque, NM
ACICS ID Code: 00011111

January 15, 2014

Dr. Gerri Wu	Chair		Dean University Online	Miami, FL
Dr. Brenda Harris	Student-Relations Specialist		Jackson College	Florence, SC
Dr. Kwaku Boateng	Educational Activities, Library, and Information Technology Specialist		The University of West Carolina	Greensboro, NC
Mr. Richard Denman	Audio Production and Game Production Specialist		GNN 14, Las Vegas	Las Vegas, NV
Ms. Sharon Nguyen	Film and Video Production and Graphic Design Specialist		Elmont Film and Design College	Salt Lake City, UT
Mr. Aaron Baker	Fashion Design and Merchandising Specialist		The Academy of Design and Technology	Los Angeles, CA
Ms. Erin Peabody	Staff Representative		ACICS	Washington, DC

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ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

PROGRAMS OFFERED BY
ERICKSON COLLEGE
PHOENIX, ARIZONA

CREDENTIAL EARNED (As defined by the institution)	ACICS CREDENTIAL	APPROVED PROGRAM TITLE	Clock Hrs.	Qtr. Hrs.	Enroll: Full-time/ Part-time	CAR Retention & Placement (%)			
						2014		2013	
						Ret.	Pla.	Ret.	Pla.
Bachelor of Fine Arts	Bachelor's Degree	Audio Production++	2140	180	18/2	**32**	N/A	49.5	N/A
Bachelor of Science	Bachelor's Degree	Game Production	2160	180	28/5	66	**67**	67.2	N/A
Bachelor of Arts	Bachelor's Degree	Film and Video Production++	2190	180	22/5	66	**58**	76	54
Bachelor of Fine Arts	Bachelor's Degree	Fashion Design and Merchandising	2120	180	15/3	65	**63**	58	100
Bachelor of Science	Bachelor's Degree	Information Technology	2250	180	6/2	68	100	78.3	N/A
Associate of Science	Academic Associate's Degree	Information Technology	1150/ 1100	92	3/3	67	**57**	85	60
Associate of Science	Academic Associate's Degree	Graphic Design	1150	92	2/3	60	**77**	68.3	64.7
Bachelor of Fine Arts	Bachelor's Degree	Graphic Design	2240	180	11/2	68	88	68.9	84.2
Bachelor of Arts	Bachelor's Degree	Visual Arts-Game Art**	2020	180	0	100	**0**	80	50
Associate of Arts	Academic Associate's Degree	Digital Video Production**	1100	92	0	67	23	64	28.6
Bachelor of Arts	Bachelor's Degree	Game Design**	2300	180	0	70	**33**	88.8	41.7
Bachelor of Fine Arts	Bachelor's Degree	Interior Design**	2130	180	0	56	100	65.5	N/A
TOTAL ENROLLMENT				130					

Notes: Typed in bold are any retention rates below 65 percent (programs >1 year in length) or 70 percent (programs ≤ 1 in length) and any placement rates below 70 percent.
**   All programs with 0 enrollments have been taught out and are no longer offered.
++   For program in which some but not all of the courses are taught at a Campus Addition.

MERGING REPORT SECTIONS

Open the Mission, Organization, and Administration section of the report. If necessary, rename it to identify the institution. Scroll to the bottom of the report—the first line below the last row of the table. Make sure you're on the *first* line below the table.	
Click on the Insert ribbon, then click Object, then click Text from File, and then click the file name of the next section of the report.	
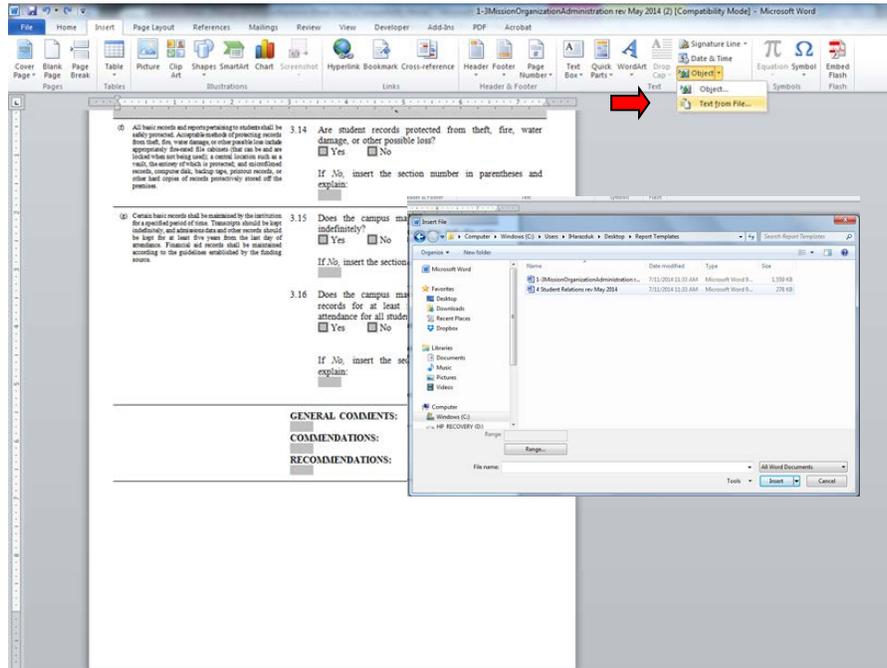
Your report now looks like this.	attendance. Financial aid records shall be maintained according to the guidelines established by the funding source. ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: 3.16 Does the campus maintain admissions data and other records for at least five years from the last date of attendance for all students? ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: **GENERAL COMMENTS:** **COMMENDATIONS:** **RECOMMENDATIONS:** **REPORT QUESTIONS** **CRITERIA**	**QUESTIONS** **4. RELATIONS WITH STUDENTS** **3-1-400–RELATIONS WITH STUDENTS** Each institution should strive to ensure that its relations with students always reflect the highest ethical standards and conform to all applicable laws and regulations. Each institution also is required to develop a program of student services that is consistent with its stated mission, including services provided for students attending additional locations and campus additions. Such services should support the educational program and reflect the institution's concern for the welfare of the student. **FOR ALL PROGRAMS** 4.01 How many student files were reviewed during the evaluation? 4.02 Does the campus ensure that its student relations reflect high ethical standards? ☐ Yes ☐ No
Ensure that there is not a blank line between the two sections. If there is, delete it.	
Highlight the first two rows of the report you just inserted. Right-click; then left-click Cut to delete these two rows.	3.16 Does the campus maintain admissions data and other records for at least five years from the last date of attendance for all students? ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: **GENERAL COMMENTS:** **COMMENDATIONS:** **RECOMMENDATIONS:** **REPORT QUESTIONS** **CRITERIA** **4. RELATIONS WITH** **3-1-400–RELATIONS WITH STUDENTS** Each institution should strive to ensure that its relations with students always reflect the highest ethical standards and conform to all applicable laws and regulations. Each institution also is required to develop a program of student services that is consistent with its stated mission, including services provided for students attending additional locations and campus additions. Such services should support the educational program and reflect the institution's concern for the welfare of the student. **FOR ALL PROGRA** 4.01 How many stude... during the evaluation? 4.02 Does the campus e... ...dations reflect high ethical standar... ☐ Yes ☐ No Cut Copy Paste Options: Font... Paragraph... Bullets Numbering Styles Hyperlink... Look Up Synonyms Translate Additional Actions

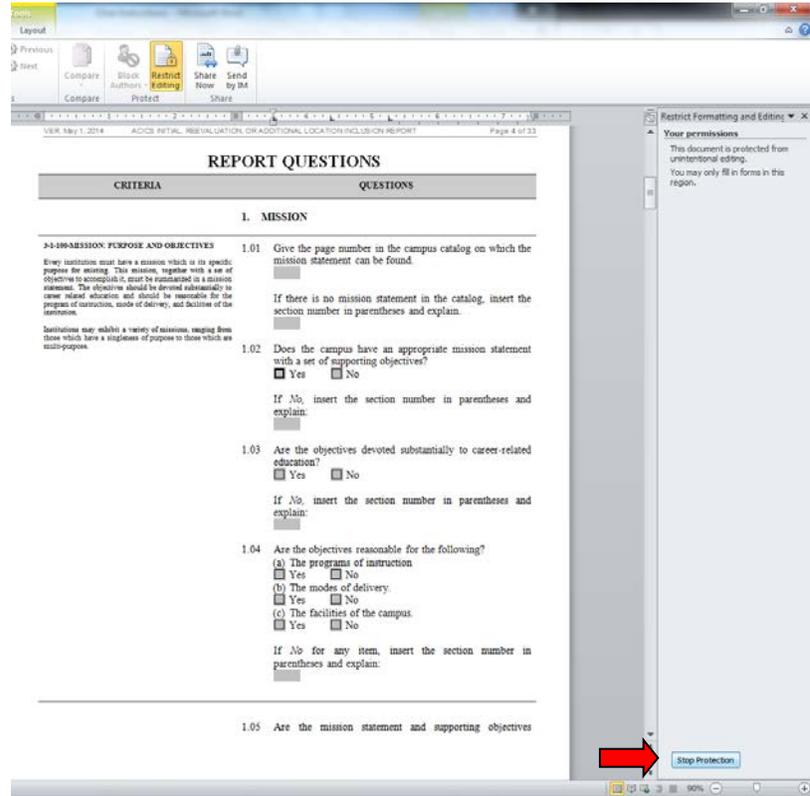|	
This is what your merged document now looks like.	3.16 Does the campus maintain admissions data and other records for at least five years from the last date of attendance for all students? ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: **GENERAL COMMENTS:** **COMMENDATIONS:** **RECOMMENDATIONS:** **4. RELATIONS WITH STUDENTS** **3-1-400–RELATIONS WITH STUDENTS** Each institution should strive to ensure that its relations with students always reflect the highest ethical standards and conform to all applicable laws and regulations. Each institution also is required to develop a program of student services that is consistent with its stated mission, including services provided for students attending additional locations and campus additions. Such services should support the educational program and reflect the institution's concern for the welfare of the student. **FOR ALL PROGRAMS** 4.01 How many student files were reviewed during the evaluation? 4.02 Does the campus ensure that its student relations reflect high ethical standards? ☐ Yes ☐ No If No, insert the section number in parentheses and explain:
The entire set of report questions must be contained in *one* table. To ensure that this is true, go to the beginning of the table and select the table by clicking the crosshairs at the left of the first row of the table.	VER. May 1, 2014 ACICS INITIAL, REEVALUATION, OR ADDITIONAL LOCATION INCLUSION REPORT Page 4 of 33 **REPORT QUESTIONS** | CRITERIA	QUESTIONS | **1. MISSION** **3-1-100–MISSION: PURPOSE AND OBJECTIVES** Every institution must have a mission which is its specific purpose for existing. This mission, together with a set of objectives to accomplish it, must be summarized in a mission statement. The objectives should be devoted substantially to career related education and should be reasonable for the program of instruction, mode of delivery, and facilities of the institution. Institutions may exhibit a variety of missions, ranging from those which have a singleness of purpose to those which are multi-purpose. 1.01 Give the page number in the campus catalog on which the mission statement can be found. If there is no mission statement in the catalog, insert the section number in parentheses and explain. 1.02 Does the campus have an appropriate mission statement with a set of supporting objectives? ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: 1.03 Are the objectives devoted substantially to career-related education? ☐ Yes ☐ No If *No,* insert the section number in parentheses and explain: 1.04 Are the objectives reasonable for the following? (a) The programs of instruction ☐ Yes ☐ No (b) The modes of delivery. ☐ Yes ☐ No

DELETING THE *CRITERIA COLUMN*

Before deleting the *Criteria* column, click the Review tab. Then click the Stop Protection button (that is, that it is in the *unprotected* mode). This allows you to make changes to the form itself.	
Move the insertion point to the top of column 1 and select the column. *Note:* If column 1 for the *entire* report is not selected, see the instructions for merging report sections.	