



MISSISSIPPI VALLEY STATE
UNIVERSITY™

ADMINISTRATIVE QUALITY ASSURANCE POLICIES AND PROCEDURES

IHL Policies and Bylaws

Mississippi Valley State University (MVSU) complies with all Mississippi Institutions of Higher Learning (IHL) Board of Trustees Policies and Bylaws.

SACSCOC Principles and Policies

MVSU complies with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*. In so doing, the University also complies with all policies of the commission.

MVSU University Mission Statement

The University mission statement shall be reviewed annually and may be modified with prior approval of the IHL Board of Trustees. The mission statement is reviewed once a year during the annual strategic planning process.

Substantive Changes

When MVSU significantly modifies or expands its scope, changes the nature of its affiliation or its ownership, or merges with another institution, a substantive change review is required. Significant departures in the mission statement, degree programs, off-campus sites, form of control, and the initiation of collaborative academic arrangements constitute substantive changes. According to applicable policies and procedures, all substantive changes must be approved by MVSU, IHL, and SACSCOC.

Collaborative Academic Arrangements

MVSU notifies SACSCOC of all collaborative academic arrangements by forwarding signed copies of agreements governing those arrangements. For all such arrangements, MVSU assumes responsibility for (1) the integrity of the collaborative academic arrangements, (2) the quality of credits recorded on transcripts, and (3) compliance with accreditation requirements.

Distance Learning

MVSU ensures its distance and education courses and programs comply with the SACSCOC *Principles of Accreditation* and IHL Board Policies and Bylaws. This applies to all educational programs and services, wherever located or however delivered.

MVSU incorporates into its operations an assessment of its distance education programs that addresses curriculum and instruction, faculty, institutional effectiveness, library and learning resources, student services, facilities, and finances.

If MVSU begins to offer significant distance and correspondence education, it will be reflected in the University mission statement.

Accrediting Decisions of other Agencies: Program Accreditation

As MVSU seeks or holds accreditation from more than one U.S. Department of Education recognized accrediting body, the institution will describe itself in identical terms to each recognized accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies and keep each institutional accrediting body apprised of any change in its status with one or another accrediting body. A commonly developed *Institutional Summary* containing this information will be included in each program's self-study report.

Recruitment Material

MVSU ensures recruitment materials and presentations accurately represent the institution's practices and policies. Prior to publication and presentation, all recruitment materials are vetted through the appropriate departments to ensure consistency and accuracy with institutional practices and policies.

Policy on Policy Management

Mississippi Valley State University (MVSU) operates under the guidance of various policies and procedures that are maintained within the University's administrative, academic, and financial divisions. Many MVSU policies are derived from the Mississippi Institutions of Higher Learning (IHL) policies and bylaws, Mississippi state statutes, and state agency regulations. Other policies are derived from federal agencies, accrediting bodies, and other regulatory entities.

Policy Management

MVSU policies are managed in a decentralized manner within various responsible divisions throughout the University. Each responsible division creates and maintains related internal policies and/or adopts the policies of regulatory agencies to help guide the operation of the division and the University. These written policies are approved through appropriate processes, published in appropriate university documents or regulatory agency documents, made accessible to those affected by the policies, and are implemented and enforced by the institution.

University Policy Committee

MVSU has a University Policy Committee (UPC) consisting of representatives from all major university divisions. The UPC is a standing committee charged with developing and maintaining a centralized process for ensuring ongoing policy review, development, dissemination, and implementation. It is the goal of the UPC to work with existing campus groups to ensure that all divisions regularly review, update, publish, and implement university policies.

Policy Review

Responsible divisions manage the revisions to existing policies through appropriate processes. Most divisions perform annual reviews and updates of internal policy documents. Policy changes in policy documents maintained by external regulatory entities, such as IHL policies and SACSCOC standards, are communicated to the university community by the responsible division as those changes occur. The UPC ensures that each division establishes and follows a policy review cycle.

Policy Publication

A list of current university policy documents, containing policies that impact the broader university community, is available on the MVSU website at <http://www.mvsu.edu/university/policies.php>. The UPC ensures each division publishes current policy documents to the university website.

Policy Implementation

The divisions responsible for reviewing and publishing policies are the same divisions responsible for policy implementation. The actual steps involved in implementing university policies may require the participation of many individuals including employees, students, and other individuals across various units, divisions, and throughout the university community. However, the responsible division still ensures that the appropriate procedures are always followed and documented. The UPC ensures each division has a process for documenting the implementation of university policies.