

Appendix A

GENERAL INSTITUTIONAL REQUIREMENTS

An institution affiliated with the Commission by either accreditation or candidacy meets the following requirements:

Mission

1. *It has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.*

The official mission statement of Earlham College is provided in Chapter 1 and Chapter 5 of this report as well as on the Earlham College website.

2. *It is a degree-granting institution.*

Earlham grants the Bachelor of Arts degree, the Master of Arts in Teaching degree, as well as the Master of Divinity, the Master of Ministry, and the Master of Arts in Religion degrees from its Earlham School of Religion.

Authorization

3. *It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.*

Earlham College received its charter from the State of Indiana in 1881. The College was given the appropriate authority to operate on its home campus and to arrange, supervise, and evaluate its off-campus programs.

4. *It has legal documents to confirm its status: not-for-profit, for-profit, or public.*

Earlham's Articles of Incorporation and its IRS determination letter, testifying to its status as a not-for-profit institution, will be available in the Resource Room.

Governance

5. *It has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.*

The constitution and operation of the Earlham Board of Trustees are described in this report in Chapter 4. The Trustees meet three times each year to consider institutional policies and performance.

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- 6. Its governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.*

The provision that four trustees are selected by the Earlham Alumni Association and that the Board may nominate up to seven Trustees-at-Large ensures that the public interest is represented.

- 7. It has an executive officer designated by the governing board to provide administrative leadership for the institution.*

Douglas Bennett, is the chief executive officer of Earlham College, appointed by the Earlham College Board of Trustees. Douglas Bennett began serving as President and Professor of Politics in July 1997.

- 8. Its governing board authorizes the institution's affiliation with the Commission.*

At its May 2003 meeting, the Earlham Board of Trustees approved that the college undergo the process of renewing of our accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools.

Faculty

- 9. It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.*

The faculty of Earlham College, including academic qualifications of individual faculty members, is listed in the 2003-2004 Earlham College Curriculum Guide and on the Earlham College website. Over 90 percent of full-time faculty holds the Ph.D. or highest degree in their field.

- 10. A sufficient number of the faculty are full-time employees of the institution.*

87 percent of the faculty are full-time employees.

- 11. Its faculty has a significant role in developing and evaluating all of the institution's educational programs.*

The two main governing bodies overseeing curricular development and college-wide approval of educational programs are the Faculty Meeting and its designated Curricular Policy Committee. Individual departments and programs are required to review their programs on a five-year basis. The Assessment Committee and the Office of Institutional Research contribute to evaluating educational programs.

Educational Program

- 12. It confers degrees.*

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On May 11, 2003, Earlham College conferred the Bachelor of Arts degree to its 156th class. Other degrees conferred were the Master of Arts in Teaching, the Master of Divinity, the Master of Ministry, and the Master of Arts in Religion degrees.

13. It has degree programs in operation, with students enrolled in them

As of October 15 2002, 1,108 full-time students were enrolled at Earlham College in courses of study leading to a four-year degree. The Masters of Arts in Teaching program enrolled 18 students in June 2003. The Earlham School of Religion enrolled 33.

14. Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.

Earlham students pursue their Bachelor of Arts degrees in approximately 40 disciplinary and interdisciplinary fields. Students pursue the Masters of Arts in Teaching in a program leading to teacher certification at the middle and high school level. Both degree programs adhere to principles outlined in the College Mission Statement, including the view that education is a process of awakening the "teacher within." The Earlham School of Religion's programs relate to the principles of Earlham's founders, the Religious Society of Friends.

15. Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the programs.

The Bachelor of Arts degree and program are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Masters of Teaching degree and program are accredited by the Indiana Professional Standards Board. The Earlham School of Religion's Master of Ministry, Master of Divinity and Master of Arts in Theology degrees and program are accredited by the Association of Theological Schools.

16. Its undergraduate degree programs include a coherent general education requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.

Earlham College requires its students to participate in a General Education Program. A new program, instituted in the fall of 2003, is organized around "ways of knowing" rather than specific disciplinary or divisional requirements. The program is designed to provide students with knowledge and skills that will enable them to become long-long learners and to be capable of informed action in the world. These goals are consistent with the college's mission.

17. It has admission policies and practices that are consistent with the institution's mission and appropriate to its educational programs.

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Earlham's admissions policies and practices are described in our application materials, the Curriculum Guide, and the college website. These practices and procedures are consistent with Earlham's mission.

18. *It provides its students access to those learning resources and support services requisite for its degree programs.*

Earlham College has a nationally acclaimed library system, extensive computer technology in support of instruction, and a range of student services designed to support students' academic, social, and health needs.

Finances

19. *It has an external financial audit by a certified public accountant or a public audit agency at least every two years.*

Earlham College's financial statements are externally audited each year under the supervision of the Controller and the Vice-President for Financial Affairs. These external audits are carried out by BKD, LLC. Further details on accounting and auditing may be found in Chapter 4.

20. *Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.*

Earlham College's funding base and use of financial resources are documented in Chapter 4.

21. *Its financial practices, records, and reports demonstrate fiscal viability.*

Earlham College's financial practices and plans for financial development are documented in Chapter 4.

Public Information

22. *Its catalog or other official published documents includes its mission statement along with accurate descriptions of its educational programs and degree requirements; its academic calendars; its learning resources; its admissions policies and practices; its academic and non-academic policies and procedures directly affecting students; its charges and refund policies; and the academic credentials of its faculty and administrators.*

Primarily through the office of Public Affairs, Earlham College produces a range of print materials designed to provide accurate, fair, and complete descriptions of the College's personnel, programs, activities, and procedures. The principal print documents describing Earlham's programs and policies are the Earlham College Curriculum Guide and the Student Handbook. The Earlham College website provides the full range of information concerning the college, its employees, its calendar, and its operations.

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23. It accurately discloses its standing with accrediting bodies with which it is affiliated.

Earlham's statement of accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools is provided in our print Curriculum Guide and is available on the college website. Earlham's Master of Arts in Teaching program was accredited by the Indiana Professional Standards Board in 2003 and this was publicized in a mailing to interested parties. This accreditation will be also be publicized in the M.A.T brochure and website. The Earlham School of Religion is accredited through the Association of Theological Schools and it is so stated on the school's website and in print materials.

24. It makes available upon request information that accurately describes its financial condition.

Earlham's financial statements and auditor's opinion are available to the public and the Commission on request.