

### **The Compliance Audit Report**

#### **The Compliance Audit:**

The compliance audit of the new SACS Reaffirmation process is the result of the university seeking and providing evidence to the off-site review team so that it can make a judgment about the compliance of Murray State University with the 80 core requirements and comprehensive standards. The goal of the compliance audit process at Murray State University has been to involve as many members of the university community as possible in this process.

- I. It is imperative that the requirement/standard is understood: what are the key indicators requested in the standard? How complex is the standard? What is evidence that precisely addresses the standard?
- II. The university, state of Kentucky, and national initiatives provide information to best understand the standard.
- III. Evidence should be identified as clearly as possible—by name, date, location, sources, individuals, units of the university.
- IV. Evidence can be qualitative (results of surveys, documents), quantitative or located in publications of the university.
- V. All evidence must be documented.
- VI. Whenever possible, identify a web location for existing data. If data must be placed on the web, provide the disk or the hard copy to the web site coordinator, via the SACS liaison.
- VII. Make sure that all data—web or hard copy—is identified in the compliance audit report.

The working group must make a judgment of compliance, based on the evidence. Does the evidence support the judgment? The choices are:

Yes, Murray State University is able to provide evidence supporting compliance.

No, Murray State University is not in compliance and presents plans to come into compliance.

Conditional/Progressing, Murray State University is partially in compliance and presents evidence supporting compliance plans.

**PLEASE NOTIFY SANDI (SACS LIAISON) AS SOON AS POSSIBLE IF THERE IS POSSIBLE NON-COMPLIANCE WITH A STANDARD.**

When writing the compliance audit report, the narrative/rationale for compliance should be clear, consistent, concise and point to the strength of the evidence

## Preparing the Compliance Audit Report:

General information: Use Microsoft Word (2000 preferred)

Times New Roman, 10 pt.

1” margins top, bottom, left and right

Single space

Do not use headers, footers, page numbers, page breaks or repeat table headings—  
The document will be presented as a continuous screen on the web site.

Use bulleted lists, flush left with the standard default indent. Do not double space  
before the first item, single space the list. Numbered lists may be used where  
appropriate, especially after a numeric reference in the previous text.

Please use this format: **Center/Bold**      **DRAFT --- DATE OF DRAFT**

**Flush Left/Bold**      **Section \_\_\_ : CORE REQUIREMENTS OR  
COMPREHENSIVE STANDARDS  
Identify Section/  
Bold, i.e.**      **Institutional Mission, Governance and ...,**

**Flush Left/Sub-  
Section, Bold, i.e.**      **INSTITUTIONAL MISSION**

**Flush Left/Italic**      Identify standard by Roman numeral of section and standard  
number. *i.e. Standard III-1. The institution has a clear.....*

**Flush Left/Bold**      **JUDGMENT OF COMPLIANCE**

**Flush Left**      Judgment (Yes, No, Progressing) Statement.

**Flush Left/Bold**      **RATIONALE FOR JUDGMENT**

**Flush Left, No  
Indentation**      Brief narrative in paragraph form giving chronology,  
statutes, reasons for compliance.

**Flush Left, Bold**      **SUPPORTING EVIDENCE:**

**Flush Left**      Identification of evidence  
Location: URL or other link

*Excellence is not a destination—it is a journey*

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