



New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514

Tel: 781-425-7785 | Fax: 781-425-1001 | www.neche.org

Guidance on In-Person Campus Visits as Part of a Virtual Visit

As required by both USDE regulatory requirements and the Commission's *Policy on Virtual Visits*, an on-site follow-up visit must take place within a reasonable period following each virtual visit conducted. This requirement relates to all evaluation visits including comprehensive, focused, and substantive change implementation reviews. To ensure a consistent approach across these follow-up visits, the following guidance is provided to assist institutions and teams with scheduling the required in-person campus visit.

The in-person campus visit should be conducted within a reasonable amount of time following the virtual visit, ideally prior to the Commission's review of the institution, but only when public health conditions and local travel and quarantine restrictions permit. The site visit may be conducted by one or two individuals and may be limited to focus on items identified during the virtual portion of the evaluation. If applicable, it should include a review of facilities to validate any findings contained in Standard 7 (*Institutional Resources*) of the team report. It may also include an open forum with students, staff, and/or faculty if participation was limited during the virtual visit. To document the in-person campus visit, a short report (e.g., 3-4 pages for comprehensive evaluations) will be completed by the evaluator(s) as an addendum to the team report.

Decisions regarding the timing and format of the in-person follow-up visit should be agreed to in advance of the visit between the institution, team chair, and Commission staff.