GCTEQA

GLOBAL COMMISSION FOR THEOLOGICAL EDUCATION & QUALITY ASSURANCE, INC.

ACCREDITATION EVIDENCE CHECKLIST

2026 Public Edition

Diverse Traditions. Shared Standards. Global Excellence.

A practical evidence-preparation tool for institutions pursuing GCTEQA accreditation or quality-assurance review.

How to Use This Checklist

Use this checklist to organize the evidence that supports your institutional self-study and accreditation review. The checklist is aligned to the twelve GCTEQA Accreditation Standards and is intended to help institutions prepare complete, current, and verifiable documentation.

[ ] Check each item that has been gathered and reviewed for accuracy.

[ ] Use the Evidence ID column or your own file-naming convention to cross-reference documents in the self-study.

[ ] If an item is not applicable, mark it N/A and briefly explain why in your self-study.

[ ] Do not submit unnecessary sensitive personal information. Redact Social Security numbers, financial account numbers, medical details, and other unrelated private data.

[ ] Policies alone may not be sufficient. When appropriate, include evidence that the policy is actually implemented.

[ ] GCTEQA may request additional evidence, clarification, interviews, demonstrations, or follow-up documentation.

Important
This checklist is a preparation tool, not a guarantee of accreditation. The final decision is based on the institution's demonstrated compliance with applicable GCTEQA standards, the quality and sufficiency of evidence, and the full evaluation record.

Institution Information

Legal Institution Name: _____

Doing Business As (if applicable): _____

Primary Location: _____

Website: _____

Chief Executive / Institutional Leader: _____

Accreditation Contact: _____

Email: _____

Telephone: _____

Application / Review Type: _____

Date Checklist Completed: _____

Evidence Organization Recommendation

For faster review, GCTEQA recommends naming evidence files with a standard number and short description, for example:

[ ] S2-01_Certificate_of_Formation.pdf

[ ] S3-04_Board_Minutes_2026-09-15.pdf

[ ] S5-07_BA_Business_Curriculum_Map.pdf

[ ] S9-03_Data_Security_Policy.pdf

STANDARD 1 - MISSION, IDENTITY & INTEGRITY

Evidence prepared for this standard:

[ ] 1.1 Current mission statement formally approved by the governing body
[ ] 1.2 Vision statement and/or institutional values statement
[ ] 1.3 Institutional history or organizational profile
[ ] 1.4 Strategic or operational plan showing mission alignment
[ ] 1.5 Current catalog, handbook, website pages, and primary marketing materials
[ ] 1.6 Board minutes/resolution approving mission or significant mission changes
[ ] 1.7 Code of ethics, integrity statement, or institutional conduct expectations
[ ] 1.8 Examples showing mission reflected in programs, services, and institutional priorities
[ ] 1.9 Public accreditation/authorization statements reviewed for accuracy

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 2 - LEGAL ESTABLISHMENT & AUTHORIZATION

Evidence prepared for this standard:

[ ] 2.1 Certificate/articles of incorporation, formation, charter, or equivalent legal document
[ ] 2.2 Current good-standing record when available
[ ] 2.3 Required state, national, ministry, department, or regulatory authorization/registration
[ ] 2.4 Religious exemption documentation, if applicable
[ ] 2.5 Degree-granting authority, exemption, or legal basis for each degree level offered
[ ] 2.6 Business license, assumed-name/DBA registration, or local registration where applicable
[ ] 2.7 Documentation for additional jurisdictions where the institution operates or enrolls students, when required
[ ] 2.8 Relevant correspondence with governmental or regulatory authorities
[ ] 2.9 Disclosure of material pending or recent regulatory/legal actions affecting institutional operations

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 3 - GOVERNANCE, LEADERSHIP & ETHICAL CONDUCT

Evidence prepared for this standard:

[ ] 3.1 Current bylaws, constitution, governance charter, or equivalent
[ ] 3.2 Current governing-board roster with names, titles, terms, and affiliations
[ ] 3.3 Board member biographies or qualification summaries
[ ] 3.4 Organizational chart
[ ] 3.5 Board and key committee meeting minutes from the current/recent operating period
[ ] 3.6 Conflict of Interest Policy and completed disclosure statements
[ ] 3.7 Code of Ethics / Standards of Conduct
[ ] 3.8 Confidentiality policy or agreement
[ ] 3.9 Executive leadership job descriptions
[ ] 3.10 Delegation-of-authority or decision-rights documentation
[ ] 3.11 Leadership succession/continuity plan or procedure
[ ] 3.12 Related-party transaction documentation, if applicable

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 4 - FINANCIAL RESPONSIBILITY & SUSTAINABILITY

Evidence prepared for this standard:

[ ] 4.1 Current approved annual operating budget
[ ] 4.2 Most recent year-to-date income and expense statement
[ ] 4.3 Most recent balance sheet / statement of financial position
[ ] 4.4 Cash-flow forecast or liquidity plan, when applicable
[ ] 4.5 Enrollment and revenue projection
[ ] 4.6 Three-year financial projection or sustainability plan
[ ] 4.7 Tuition and fee schedule
[ ] 4.8 Refund/cancellation policy
[ ] 4.9 Scholarship, discount, or institutional-aid policy, if applicable
[ ] 4.10 Financial controls / cash-handling / disbursement procedures
[ ] 4.11 Banking authorization or signatory controls
[ ] 4.12 Independent audit, review, compilation, CPA letter, or other external financial assurance when available/required
[ ] 4.13 Documentation of restricted funds, grants, or material donor restrictions, if applicable
[ ] 4.14 Plan for significant debts, liabilities, or known financial risks, if applicable

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 5 - EDUCATIONAL PROGRAMS & CURRICULUM

Evidence prepared for this standard:

[ ] 5.1 Current institutional catalog or complete program list
[ ] 5.2 Program descriptions and credential requirements
[ ] 5.3 Curriculum maps / program sequences
[ ] 5.4 Course descriptions
[ ] 5.5 Representative course syllabi or course outlines
[ ] 5.6 Program learning outcomes
[ ] 5.7 Course learning objectives/outcomes
[ ] 5.8 Sample assignments, projects, examinations, or assessments
[ ] 5.9 Grading policy and rubrics where applicable
[ ] 5.10 Credit-hour, clock-hour, CE-unit, or seat-hour policy and calculation method
[ ] 5.11 Academic/program approval process and evidence of approval
[ ] 5.12 Program review/change-control procedure
[ ] 5.13 Sample diploma, certificate, transcript, or credential format
[ ] 5.14 Textbook, resource, or instructional-material lists
[ ] 5.15 Academic integrity policy

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 6 - FACULTY, INSTRUCTIONAL STAFF & DEVELOPMENT

Evidence prepared for this standard:

[ ] 6.1 Current faculty/staff roster
[ ] 6.2 Minimum qualification standards for faculty/instructors
[ ] 6.3 Faculty resumes/CVs
[ ] 6.4 Degree, license, certification, or experience verification records
[ ] 6.5 Job descriptions for instructional and key administrative roles
[ ] 6.6 Personnel handbook or core personnel policies
[ ] 6.7 Faculty/staff orientation materials
[ ] 6.8 Performance evaluation procedure and sample form
[ ] 6.9 Professional development plan or records
[ ] 6.10 Faculty workload or instructional-assignment information
[ ] 6.11 Personnel conduct/confidentiality expectations

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 7 - ADMISSIONS, STUDENTS & LEARNER SUPPORT

Evidence prepared for this standard:

[ ] 7.1 Admissions policy and published admissions requirements
[ ] 7.2 Institutional application/enrollment form
[ ] 7.3 Enrollment agreement or student contract, when used
[ ] 7.4 Student handbook
[ ] 7.5 Published tuition, fees, payment terms, and refund policy
[ ] 7.6 Student record/transcript template
[ ] 7.7 Student records-retention and transcript-release procedure
[ ] 7.8 Complaint and grievance procedure
[ ] 7.9 Student appeal procedure
[ ] 7.10 Academic advising and/or student support procedures
[ ] 7.11 Technical-support information for online learners, when applicable
[ ] 7.12 Nondiscrimination and accessibility policies, as applicable
[ ] 7.13 Student conduct policy
[ ] 7.14 Privacy/confidentiality policy for student information
[ ] 7.15 Withdrawal, dismissal, leave, and completion procedures

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 8 - ASSESSMENT & EDUCATIONAL EFFECTIVENESS

Evidence prepared for this standard:

[ ] 8.1 Institutional assessment plan
[ ] 8.2 Program-level assessment plans
[ ] 8.3 Student-learning outcome results
[ ] 8.4 Completion/graduation/retention data appropriate to the institution
[ ] 8.5 Program review reports
[ ] 8.6 Faculty or academic committee minutes discussing assessment results
[ ] 8.7 Institutional effectiveness dashboard, scorecard, or KPI report
[ ] 8.8 Strategic-plan progress report
[ ] 8.9 Stakeholder/student satisfaction survey results
[ ] 8.10 Documented improvement actions based on assessment findings
[ ] 8.11 Follow-up evidence showing whether improvement actions were effective

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 9 - ONLINE LEARNING, TECHNOLOGY & INFORMATION SECURITY

Evidence prepared for this standard:

[ ] 9.1 Technology plan
[ ] 9.2 Learning management system (LMS) description/overview
[ ] 9.3 Sample LMS screenshots or demonstration materials
[ ] 9.4 Student technology requirements
[ ] 9.5 Faculty technology requirements/training
[ ] 9.6 Information security / cybersecurity policy
[ ] 9.7 Data privacy policy
[ ] 9.8 User-access and administrative-permission procedures
[ ] 9.9 Password/account-management policy
[ ] 9.10 Backup and recovery procedure
[ ] 9.11 Technology/business continuity plan
[ ] 9.12 Student technical-support procedure
[ ] 9.13 Online identity-verification and academic-integrity procedure, where appropriate
[ ] 9.14 Material technology vendor/service descriptions or agreements, where needed for review

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 10 - STUDENT PROTECTION, WELLBEING & CONTINUITY

Evidence prepared for this standard:

[ ] 10.1 Emergency/crisis response plan
[ ] 10.2 Health and safety policy appropriate to the institution
[ ] 10.3 Safeguarding/child-protection policy when serving minors or vulnerable populations
[ ] 10.4 Mandatory reporting procedure when applicable
[ ] 10.5 Incident reporting and response procedure
[ ] 10.6 Harassment, misconduct, or anti-bullying policy as applicable
[ ] 10.7 Business/academic continuity plan
[ ] 10.8 Institutional closure/teach-out plan
[ ] 10.9 Permanent records preservation plan
[ ] 10.10 Program cancellation/refund procedure
[ ] 10.11 Student wellbeing/referral resources or procedure appropriate to scope
[ ] 10.12 Evidence that relevant staff have received safety/safeguarding guidance

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 11 - THEOLOGICAL IDENTITY & MISSION FORMATION

Evidence prepared for this standard:

[ ] 11.1 Statement of faith, religious identity, theological position, or mission identity, when applicable

[ ] 11.2 Religious/theological curriculum and program descriptions

[ ] 11.3 Faith/community covenant or participation expectations, when applicable

[ ] 11.4 Ministry/spiritual formation requirements, when applicable

[ ] 11.5 Faculty qualifications for theological/religious subjects

[ ] 11.6 Policies distinguishing academic credentials from ordination, ministry licensure, or ecclesiastical recognition

[ ] 11.7 Public disclosures concerning denominational, ecclesiastical, licensing, or professional requirements

[ ] 11.8 Evidence that faith-based expectations are communicated before enrollment/employment, where applicable

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

STANDARD 12 - PLANNING, PUBLIC ACCOUNTABILITY & CONTINUOUS IMPROVEMENT

Evidence prepared for this standard:

[ ] 12.1 Current strategic plan
[ ] 12.2 Annual operating plan and/or institutional improvement plan
[ ] 12.3 Defined institutional goals, responsible persons, timelines, and performance measures
[ ] 12.4 Enrollment, retention, completion, and other trend reports appropriate to the institution
[ ] 12.5 Board/leadership review of institutional performance
[ ] 12.6 Student, staff, employer, alumni, or stakeholder feedback, when applicable
[ ] 12.7 Website/public disclosure review checklist or documented review process
[ ] 12.8 Evidence of updates made in response to identified weaknesses
[ ] 12.9 Current accreditation and authorization disclosures
[ ] 12.10 Substantive-change reporting procedure
[ ] 12.11 Continuous-improvement cycle or quality-assurance procedure

Institution Notes / Evidence IDs

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Self-check: [ ] Complete [ ] Additional evidence needed [ ] N/A items explained

Supplemental Evidence That May Be Requested

Depending on institutional type, risk, findings, delivery model, or jurisdiction, GCTEQA may request additional documentation such as:

[ ] Student files or de-identified samples of student records
[ ] Institutional complaint logs or summaries
[ ] Faculty contracts or appointment letters
[ ] Vendor/service agreements relevant to core educational operations
[ ] Professional licensure or certification disclosures
[ ] Program-specific external approvals
[ ] Insurance certificates
[ ] Facilities documentation for campus-based institutions
[ ] Accessibility documentation
[ ] Data-breach, safety, regulatory, litigation, or adverse-action information when material
[ ] Evidence of corrective actions taken after prior findings
[ ] Translations or governmental verification for international institutions

Master Submission Readiness Checklist

[ ] All twelve standards have been reviewed for applicability.
[ ] Evidence is current and uses the institution's correct legal/public name.
[ ] Evidence file names are organized and cross-referenced to the self-study.
[ ] Confidential or sensitive personal information has been redacted where not necessary for review.
[ ] Website, catalog, handbook, application, and enrollment documents are consistent.
[ ] Legal authorization and degree authority, where applicable, are documented.
[ ] Board/governance records are current.
[ ] Financial evidence is current and internally consistent.
[ ] Academic programs and credential requirements are documented.
[ ] Faculty qualifications are verified.
[ ] Student policies and records systems are operational.
[ ] Technology/security and continuity evidence is available.
[ ] Assessment results and improvement actions are documented.
[ ] Any N/A criteria are explained in the self-study.
[ ] Any known gaps have an action plan with responsible person and target date.
[ ] Institutional leadership has reviewed the submission for accuracy before certification.

Master Evidence Index

Use this optional index to identify the exact files submitted with the institutional self-study.

Evidence ID	Standard	Document / File Name	Notes

Institutional Evidence Certification

The authorized institutional representative certifies that, to the best of the representative's knowledge, the evidence submitted to GCTEQA is authentic, accurate, current, and not materially misleading. The institution understands that omission, alteration, fabrication, or material misrepresentation of evidence may result in delay, denial, monitoring, sanction, or withdrawal of accreditation or other GCTEQA action.

Institution Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Reminder
Submission of evidence, payment of fees, completion of the self-study, or participation in evaluation does not guarantee accreditation. Accreditation decisions are based on demonstrated compliance with applicable standards and the complete evaluation record.

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