Intellectual POINT
EXCELLENCE THROUGH EDUCATION

Policies

Management and Administrative Capacity Policy

Standards for Effective Leadership, Institutional Oversight, and Operational Efficiency

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PURPOSE	The purpose of this policy is to establish standards for ensuring that Intellectual Point maintains sufficient and effective management and administrative capacity to support its mission, ensure regulatory compliance, and deliver high-quality educational programs.
RESPONSIBLE AUTHORITY	The Chief Executive Officer is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by executive leadership and departmental management through the assignment of qualified personnel, clear organizational structure, and effective operational planning.
APPLICABILITY	This policy applies to all administrative functions and management personnel involved in the governance and operation of Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to ACCSC standards on Ownership, Management, and Administrative Capacity, as per the Standards of Accreditation Manual:

1. The school must have adequate management and administrative capacity in place that includes:

   - Full-time on-site supervision by an individual or team with the appropriate combination of education, experience, and demonstrated ability to lead and manage a post-secondary educational institution in compliance with accrediting standards;
   - Owners, board members, members of school management, and administrative employees who are qualified for their particular roles and who possess the appropriate education, training, and experience commensurate with the level of their responsibilities;
   - A sufficient number of managers and administrative employees necessary to support the school's operations, student services, and educational programs; and
   - Appropriate administrative and operational policies and procedures to which the school adheres and reviews and updates as needed.

2. All owners, members of school management, and administrative employees must have past records that demonstrate a commitment to:

- Providing quality education to students;
- Ethical, fair, and honest practice; and
- Compliance with accrediting standards and applicable federal, state, and local requirements.

The Commission will consider affiliation with a school that has lost or been denied accreditation, entered into bankruptcy, or closed; involvement in criminal proceedings and any pending or past action in a judicial, law enforcement, or administrative body; and any other information related to the performance of or commitment to providing quality education to students; ethical, fair and honest practice; and compliance with accrediting standards and applicable federal, state, and local requirements.

3. Members of school management and administrative employees must participate in ongoing development and training activities that support their particular roles in the school.
4. The school must ensure the continuity of management and administrative capacity through the reasonable retention of management and administrative staff.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Management." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at https://compliance.intellectualpoint.com.