

TO: Peer Evaluators with Spring 2020 Visits (Evaluation and Follow-Up Teams)
FROM: Erin Mattson, Senior Director for Accreditation Services
RE: Spring 2020 Travel Procedures
DATE: March 9, 2020

The coronavirus (COVID-19) continues to be a global concern, and the Middle States Commission on Higher Education (MSCHE) has received a number of inquiries about its operations, especially as our dedicated peer evaluators prepare for travel to support the work of peer review this Spring.

MSCHE has delayed international on-site evaluation visits but has not done so for scheduled domestic on-site evaluation or follow-up visits. However, MSCHE is providing the following guidance as peer evaluators prepare for any upcoming scheduled on-site visits.

- **Notification to the Commission:** If you are unable or unwilling to participate in your upcoming visit due to issues related to the spread of the coronavirus, whether this involves a personal health concern or a restriction put into place by your own institution or by your state, please notify me immediately by email at emattson@msche.org. MSCHE is committed to working closely with each team to offer advice about how best to proceed should one team member or several be unable to participate as planned. Please note that federal regulations hold expectations about the on-site evaluation, as do Commission policy and procedures, so teams should not adjust aspects of the visit without consulting with staff. Should an institution you are preparing to visit be required to close due to the coronavirus, the Commission will outreach to the team immediately about next steps.
- **Travel Insurance:** For any peer evaluator making or changing flights or rail travel, you should purchase travel insurance in the event that changes in circumstances prevent your participation on the visit. Costs related to the purchase of the insurance may be included on your travel reimbursement forms.

In addition, MSCHE wanted to also take this opportunity to share with you that all **car rentals** now require that you include a reference to the *Middle States Commission on Higher Education*, or MSCHE, on all car rental forms, even if only under the area for your signature. This is required by the insurance company in order to ensure coverage. For more information related to traveling on Commission-related business, please refer to the Commission's [Travel Policy and Procedures](#).

As the Commission continues to monitor the impact of the coronavirus, updates will be provided on our website under [Travel Warnings and Advisories](#) as well as communicated directly with teams as the circumstances may warrant. Please continue to take necessary precautions and contact me, or the institution's MSCHE Vice President Liaison, with any questions you may have.

Download a PDF of this memo at <https://go.msche.org/20200309-Peer-Evaluator-Visits-Memo-Coronavirus>