



Thank you for your interest in the Standards and Guidelines developed by the Council for the Advancement of Standards in Higher Education (CAS). This CAS member association has permission to provide access to these standards on their website. Standards are developed through a consensus model of member associations and content area experts, including the association on whose page the instructions are found. You are invited to use the standards in the design and assessment of your programs and for your staff training and development. These materials may not be duplicated or redistributed for other purposes without permission from CAS.

These standards and all other standards are available along with information on self-assessment procedures in the most recent version of the e-book CAS Professional Standards for Higher Education Version 11. You are particularly encouraged to examine the learning and developmental outcomes (see [www.cas.edu/learningoutcomes](http://www.cas.edu/learningoutcomes)) in the design and assessment of your programs.

This set of standards has an accompanying Self-Assessment Guide (SAG) available for purchase from [www.cas.edu](http://www.cas.edu) for use in program evaluation. If your department or unit is considering embarking on a program evaluation it is encouraged to purchase the accompanying SAG to the standards.

## CAS MISSION STATEMENT

CAS advances student learning and success through uniting higher education associations in the use of professional standards for the development, assessment, and improvement of quality programs and services.

## CAS STANDARDS & GUIDELINES

Each set of CAS standards contains 12 common criteria categories (referred to as “general standards”) that have relevance for each and every functional area, no matter what its primary focus. In addition to the general standards, all functional area standards are comprised of both specialty standards and guidelines. All standards use the auxiliary verbs “must” and “shall” and appear in bold print so that users can quickly identify them. Guidelines are designed to provide suggestions and illustrations that can assist in establishing programs and services that more fully address the needs of students than those mandated by a standard. CAS guidelines appear in regular font and use the auxiliary verbs “should” and “may.”

## 45 YEARS OF PROFESSIONAL SERVICES

The Council for the Advancement of Standards in Higher Education (CAS) has been the pre-eminent force for promoting standards in student affairs, student services, and student development programs since its inception in 1979. For the ultimate purpose of fostering and enhancing student learning, development, and success and in general to promote good citizenship, CAS continues to create and deliver a dynamic and credible book of professional standards and guidelines and Self-Assessment Guides that are designed to lead to a host of quality-controlled programs and services. These standards respond to real-time student needs, the requirements of sound pedagogy, and the effective management of 50 functional areas, consistent with institutional missions. Individuals and institutions from more than 40 CAS member organizations comprise a professional constituency of over 115,000 professionals.

## DISCLAIMER

The standards and guidelines published in CAS Professional Standards for Higher Education by the Council for the Advancement of Standards in Higher Education (CAS) and referred to in each of the CAS Self-Assessment Guides (SAGs) are developed through the voluntary efforts of leaders of professional associations in higher education. The purpose of the standards and guidelines is to identify criteria and principles by which institutions may choose to assess and enhance various areas of their academic, administrative, or student affairs programs and services. CAS specifically disclaims any liability or responsibility for any perceived or actual shortcomings inherent in the text or application of the standards. Further, CAS does not certify individuals nor accredit programs. No institution, whether it has met some or all of the CAS standards, is authorized to indicate that it is “approved, endorsed, certified, or otherwise sanctioned by CAS.” Institutions that have conducted a self-assessment of one or more functional areas addressed by CAS Standards and Guidelines using the appropriate CAS Self-Assessment Guide (SAG) may, where that self-assessment provides evidence that an institution meets these standards, make accurate representations to the effect that the designated program or service meets the CAS Standards.

## HOW TO ACCESS YOUR ASSOCIATION’S STANDARDS

The CAS Council has determined that each representative association that belongs to CAS is allowed access to their own respective standard plus one other. If you do not know which standard belongs to your association, please contact your association executive director or staff.

1. Visit [store.CAS.edu](http://store.CAS.edu).
2. Under “**Shop**” in the top menu, select “**Functional Area Standards**”.
3. Select the standard associated with your association and **Add to Bag**.
4. Click on “**Check Out**”.
5. Log in or create an account and enter all required check out information.
6. At check out, click on “**Coupon/Gift Certificate**” and include your association’s **Linkage Project Code** found below, which will reduce the total to \$0.
7. Complete check out.

Your association’s discount code is:

*LP-AHEAD*

For assistance, contact [Executive\\_Director@cas.edu](mailto:Executive_Director@cas.edu)