

# Procedure Manual



<b>Title:</b> Accreditation	<b>Number:</b> A6Hx2-2.03
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## Regional Accreditation

Approximately two years prior to the anticipated visit by a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Off-Site Reaffirmation Review Committee, the President or his/her designee shall appoint a SACSCOC Reaffirmation Steering Committee, led by the Associate Vice President for Institutional Planning & Effectiveness (IP&E) as his/her responsibility as the SACSCOC Liaison and a senior administrator with experience and expertise dealing with the SACSCOC reaffirmation process.

The Chair of the Steering Committee shall establish a meeting schedule and committee assignments facilitating an efficient, comprehensive process to create a detailed Compliance Certification as prescribed by the Commission on Colleges. Sufficient time shall be scheduled to allow review of draft reports prior to the submission of the final Compliance Certificate.

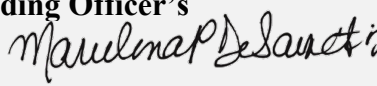

Prior to the On-Site Reaffirmation Review at the College, the President or his/her designee shall reassemble the SACSCOC Reaffirmation Steering Committee to develop a response to any areas identified as needing additional information from the Compliance Certificate submission. The response, shall indicate the plan for compliance and the individuals responsible for ensuring compliance.

The SACSCOC Accreditation Liaison and/or a hospitality committee chair shall be responsible for arranging the visit of the peer review committee(s). This duty includes, but is not limited to, mailing packets of relevant materials to the peer review committee(s); arranging lodging, meals, and transportation; establishing work areas at both the College and the hotel; and scheduling appointments for committee members.

The SACSCOC Accreditation Liaison shall be responsible for (1) reviewing the report of the peer review committee(s) for factual accuracy, (2) preparing the College's response to the peer review report, and (3) preparing any other follow-up reports stemming from the College's bid for reaffirmation or continued accreditation.

## Specialized Professional Accreditation

Documents required for specialized professional accreditation shall be developed at the department/program level in accordance with the requirements of the accrediting body and reviewed by the appropriate administrator or his/her designee. Timelines and budgets for these processes shall be set by the appropriate administrator in consultation with the program manager and immediate supervisor. In response to the report of the visiting committee, the appropriate administrator shall address any identified areas of non-compliance in a timely manner. All final accreditation documents should be submitted to the SACSCOC Liaison for institutional archiving

<b>Recommending Officer's Signature:</b>  <b>Date:</b> 6/10/2019	<b>President's Signature:</b>  <b>Date:</b> 06/10/2019
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