JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: II:11 **DATE: January 2020**

REVISION: June 2023, September 2026

SUBJECT: Representation of Accreditation Status

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

To ensure compliance with SACSCOC Standard 14.4 and its "Accrediting Decisions of Other Agencies" policy, Jacksonville State University has developed a policy and procedure related to accreditations involving U.S. Department of Education (USDE) recognized agencies as well as all academic programmatic accreditations.

POLICY

The Principles of Accreditation for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the institutional accreditor for Jacksonville State University (JSU), and the commission's policy statement on "Accrediting Decisions of Other Agencies," provide the following guidance with respect to representation of the institution and its accreditation status to all accreditors recognized by the U.S. Department of Education

Standard 14.4: *"The institution (a) represents itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation and (b) informs those agencies of any change of accreditation status, including the imposition of public sanctions."*

Source: Principles of Accreditation: Foundations for Quality Enhancement.

"The Commission requires candidate and member institutions holding accredited or candidacy (pre-accredited) status from more than one U.S. Department of Education recognized institutional accrediting agency (https://ope.ed.gov/accreditation/Agencies.aspx) to keep each agency apprised of any change in its status with one or another agency. Any institution seeking or holding accreditation from more than one USDE-recognized accrediting agency must represent itself accurately to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each

USDE recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency."

Source: SACSCOC Policy on Accrediting Decisions of other Agencies

Although not required to do so by the SACSCOC policy, Jacksonville State University recognizes the value of ensuring a consistent representation of the university to external constituencies and important accrediting agencies. Consequently, the following procedures apply to all academic programmatic accreditations, regardless of whether holding candidacy or fully accredited status, and without regard to recognition by the USDE.

All units of Jacksonville State University that currently hold programmatic accreditation or are candidates for programmatic accreditation from a USDE recognized accrediting agency or any other programmatic accreditation agency must be familiar with this university policy and associated SACSCOC standard (*14.4 Representation to Other Agencies*) and policy (*Accrediting Decisions of Other Agencies*).

PROCEDURE

Seeking New Academic Programmatic Accreditation

At least one year before the submission of accreditation candidacy documents, any unit interested in pursuing programmatic accreditation must fill out Form 153 and receive approval from the appropriate department head and dean, who is then responsible for seeking approval from the Provost and Executive Vice President of Academic Affairs (EVPAA). After receiving approval by the dean and provost, the form should be submitted to the Institutional Accreditation Liaison (IAL) in order to ensure ongoing compliance with SACSCOC. The IAL will work with the program on a timeline, self-study and the review of documents necessary for initial accreditation based on the specific accrediting body

Voluntary Withdrawal of Academic Programmatic Accreditation

1. If there is an interest in the voluntary withdrawal of accreditation with a programmatic accreditor, the dean must notify the IAL as soon as possible but no later than 24 months before the next accreditation self-study or reaffirmation document is due to that accreditor.

2. The dean, Provost and EVPAA, and IAL will discuss the reason for the potential change and determine implications of the withdrawal.

3. If a decision is made to proceed with the withdrawal, the IAL and the Provost and EVPAA will determine what notifications should occur and then notify all required agencies.

Reaffirmation of Current Programmatic Accreditations

1. Academic Deans are responsible for the review of all material included in the SACSCOC policy (see italics above) to ensure the accurate representation of Jacksonville State University to the accreditor.

2. Before submission to the programmatic accrediting agency, all self-study reports and any follow-up reports that relate to an accreditation decision must first be reviewed and approved by the dean of the college, the IAL and the Provost and EVPAA to ensure consistent representation of the institution across accreditors. Routine reports or request for program data do not need to be reviewed by the IAL or Provost unless they are part of an ongoing accreditation decision. At least one year before the submission of the self-study, contact should be made with the IAL in order to determine the appropriate timeline for review by the Office of the Provost.

3. Academic Deans must immediately notify the Provost and EVPAA and the IAL of any status changes in continuing academic programmatic accreditation or candidacy accreditation and provide them with copies of any correspondence related to an accreditation status change.

4. The IAL is responsible for the immediate notification of SACSCOC and appropriate USDE agencies of changes in JSU's USDE academic programmatic accreditation status.

5. For any change in accreditation status with SACSCOC, the IAL will immediately notify the Provost and EVPAA. The Provost and EVPAA will then notify the Academic Deans, USDE, the Alabama Commission on Higher Education (ACHE) and the JSU Board of Trustees.

6. To ensure access to documentation, Academic Deans should provide the following to the IAL for inclusion in the Academic Affairs Document Repository:

    a. copies of **all submissions** to programmatic accrediting agencies (USDE and others) and

    b. official correspondence from programmatic accrediting agencies pertaining to accreditation status.

7. The IAL will maintain a listing of programs and associated programmatic accreditations and statement of accreditation status with USDE recognized accreditation agencies on the Institutional Accreditation webpage.

UNITED STATES DEPARTMENT OF EDUCATION RECOGNIZED AGENCIES

The USDE currently recognizes the following accrediting bodies:

https://ope.ed.gov/dapip/#/agency-list

RESPONSIBILITY

The Provost and Executive Vice President for Academic Affairs and the IAL are responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years or when there is a change in the related SACSCOC standard, policy or procedure.