

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: II:11**

**DATE: January 2020**

**REVISION: June 2023**

**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 (USDoE) 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 USDOE-recognized institutional accrediting agency must describe itself in identical terms to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each USDOE 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** <http://www.sacscoc.org/policies.asp>

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 USDoE.

All units of Jacksonville State University that currently hold accreditation or are candidates for accreditation from a USDoE recognized accrediting agency or any other academic 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**

Any unit interested in pursuing specialized academic accreditation must receive support from the appropriate dean, who is then responsible for seeking approval from the Provost and Senior Vice President of Academic Affairs (SVPAA). At least one year before the submission of accreditation candidacy documents, the Institutional Accreditation Liaison (IAL) should be contacted to ensure ongoing compliance with SACSCOC.

### **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 SVPAA, 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 SVPAA will determine what notifications should occur and then notify all required agencies.

### **Ongoing 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 accrediting agency, all self-study reports must first be reviewed and approved by the dean of the college, the IAL and the Provost and SVPAA to ensure consistent representation of the institution across accreditors. 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 SVPAA and the IAL of any status changes in continuing 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 notifying SACSCOC and appropriate USDoE agencies of changes in JSU's USDoE programmatic accreditation status.
5. For any change in accreditation status with SACSCOC, the IAL will notify the Provost and SVPAA. The Provost and SVPAA will then notify the Academic Deans, USDoE, 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:
  - a. copies of **all submissions** to accrediting agencies (USDoE and others) and
  - b. official correspondence from 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 USDoE recognized accreditation agencies on the Institutional Accreditation webpage.

#### **UNITED STATES DEPARTMENT OF EDUCATION RECOGNIZED AGENCIES**

The USDoE currently recognizes the following accrediting bodies:

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

#### **RESPONSIBILITY**

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

#### **EVALUATION**

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