

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number:	A 30.0
Procedure Title:	Notification of Accreditors
Relevant Board / SACSCOC Policy:	E.2.1 Accreditation and Substantive Change
Originating Unit:	Vice President of Academic Success
Maintenance Unit:	Vice President of Academic Success and SACSCOC Accreditation Liaison

I Purpose:

This procedure provides guidelines to ensure ongoing compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 14.4, *Representation to Other Agencies* and SACSCOC policy *Accrediting Decisions of Other Agencies*.

II Procedure Statement:

A. Program Accreditors:

1. Each Dean overseeing program(s) accredited by U.S. Department of Education recognized accrediting agencies will notify the college's SACSCOC Accreditation Liaison immediately upon receipt of communication from the agency indicating a change in accreditation status, to include the imposition of public sanctions.
2. Upon receipt of that notification, the SACSCOC Accreditation Liaison shall notify the President. The Accreditation Liaison, in collaboration with the appropriate Dean and the faculty coordinator for the program, will draft notification of the change and provide that notification to all U.S. Department of Education recognized accrediting agencies with which the college holds accreditation. At this time, working with the office of Marketing and Communication, the Dean or designee will ensure that all public statements referencing the affected accreditation status will be revised to reflect the new, accurate statement of status.

B. SACSCOC Accreditation:

1. Upon receipt of communication from SACSCOC of a change in accreditation status, to include the imposition of public sanctions, the SACSCOC Accreditation Liaison shall notify the President.

2. The Accreditation Liaison, in collaboration with the Vice Presidents and appropriate Dean(s), will draft notification of the change and provide that notification to all U.S. Department of Education recognized accrediting agencies with which the college holds accreditation. At this time, working with the office of Marketing and Communication, the Accreditation Liaison or designee will ensure that all public statements referencing the affected accreditation status will be revised to reflect the new, accurate statement of status.

Date Created: January 2021

Date Updated/Approved: February 23, 2021

Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President