


PROCEDURE

Subject	Specialized Accreditation and Licensing	Number: 1.08.01
Source	Executive Vice President and Provost	Reference (Rule #) 6HX14-1.08
President's Approval/Date:	 6/26/2020	

PURPOSE

This policy establishes responsibility for specialized accreditation and licensing as required for selected academic programs at State College of Florida, Manatee-Sarasota.

I. Representation to Accrediting Agencies

SCF represents itself accurately to all US Department of Education (USDOE) recognized accrediting agencies with which it holds accreditation, including the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and informs those agencies of any change in accreditation status, including the imposition of public sanctions.

II. Seeking and Maintaining Accreditation

- A. Programs seeking or maintaining specialized accreditation or licensing must describe the institution to each agency in identical terms.
- B. All program accreditation or licensing documents must be reviewed and approved by the president (or designee) prior to submission to the accrediting agency.

III. Documentation

To ensure accuracy, programs seeking or maintaining specialized accreditation or licensing must submit the following to the Institutional Effectiveness and Research Department on an annual basis:

- a. a timeline verifying steps to meet the program

- accreditation/reaccreditation/renewal deadline;
- b. a copy of the self-study prior to or on the day of deadline; and
- c. copies of all correspondence to/from the accreditor.

Authority: SACSCOC Principles of Accreditation: Foundations for Quality Enhancement 14.4: Representation to other agencies.

PROCEDURE

I. General

Programs follow relevant regional and program accreditation procedures pertaining to specialized program accreditation and licensing.

II. Seeking and Maintaining Accreditation

- A. The designated supervising administrator, typically the dean or department chair, collaborates with the Executive VP and Provost and/or Dean of Nursing and Health Professions, as appropriate, in making decisions as to which programs will seek specialized accreditation.
- B. The supervising administrator, in consultation with faculty, prepares a self-study, applies for, completes the requirements of, and maintains accreditation and licensing as required for programs under his or her administrative direction when such accreditation is determined to be in the best interest of students and the institution.
- C. Upon request, the Institutional Effectiveness and Research Department provides the supervising administrator a description of the institution that includes general information regarding the institution's purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents.
- D. The Executive VP and Provost and/or Dean of Nursing and Health Professions, as appropriate, monitors, maintains, and reports updated information or changes in accreditation status or licensing for all degree programs, for-credit certificates, and non-credit certificates in a timely manner to the Institutional Effectiveness and Research Department.
- E. The Executive VP and Provost monitors, maintains, and reports updated information to the President.

III. Documentation

- A. The Institutional Effectiveness and Research Department maintains and publishes a listing of specialized accreditations and licensures for the

institution and maintains a repository of related correspondence from accrediting agencies. Published information includes:

1. the institution's master list of all programs that have specialized accreditation and licensure, including respective re-affirmation/renewal/due dates;
 2. new programs that are in the process of seeking accreditation.
- B. The Institutional Effectiveness and Research Department provides each US Department of Education recognized accrediting agency with which SCF or SCF programs holds accreditation a description of the institution with regards to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents on as needed.
- C. Individuals who wish to obtain or review documents describing accreditation, approval, or licensing are encouraged to contact the Institutional Effectiveness and Research Department for assistance.

IV. Support

- A. The Institutional Effectiveness and Research Department supports programs in their affirmation/reaffirmation/renewal by providing consultancy resources upon request. This may include reviewing and revising relevant sections of self-study reports.
- B. Programs may invite staff from the Institutional Effectiveness and Research Department to participate in accreditation activities such as the on-site visit.
- C. Programs shall request consultation with the Institutional Effectiveness and Research Department if the program receives recommendations, stipulations, or other requests for follow-up from the accrediting agency.