



ADMINISTRATIVE PROCEDURE MANUAL			
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Purpose

The purpose of this procedure is to establish responsibility for specialized accreditation and licensing as required for selected academic programs within the College.

Procedure

- A. It is the responsibility of the designated supervising administrator, in consultation with faculty, to prepare a self-study, apply for, complete the requirements of, and to maintain accreditation and licenses as required for programs under their administrative direction when such accreditation is determined to be in the best interest of students and the College. The appropriate Associate Provost or Associate Vice President shall collaborate with the Provost/Vice President of Academic Affairs or the Vice President for Workforce and Online Programs in making decisions as to which programs will seek specialized accreditation considering the direct and indirect costs of such accreditation, benefit to students and advice of the advisory committee for the program. All program accreditation or licensing documents must be reviewed and approved by the Associate Vice President (AVP) for Institutional Effectiveness and Accreditation prior to submission to the accrediting agency.
- B. The appropriate Associate Provost or Associate Vice President shall be responsible for monitoring, maintaining, and reporting updated information to the Provost/Vice President of Academic Affairs or the Vice President for Workforce and Online Programs and the AVP for Institutional Effectiveness and Accreditation for special accreditations for all degree programs, college credit certificates, non-credit certificates and state licensures. These reports shall be comprehensive, showing all programs and their status. The Provost/Vice President of Academic Affairs or the Vice President for Workforce and Online Programs shall be responsible for monitoring, maintaining and reporting updated information to the College President.
- C. It shall be the responsibility of the AVP for Institutional Effectiveness and Accreditation to track and monitor specialized accreditations and licensures for the College. The Office of Institutional Effectiveness and Accreditation (OIEA) shall maintain the institution's master list of all programs that have specialized accreditation and licensure, all required follow up reports and the respective re-affirmation/renewal/due dates. The list shall also include new programs that are in the process of seeking accreditation. This list shall be distributed biannually to the College President's Cabinet and posted on the Accreditation website. It shall also be the responsibility of the OIEA to maintain a repository of all accreditation documents, reports, submissions and correspondence.
- D. The OIEA shall support the programs in their affirmation/reaffirmation/renewal by:
 1. Flagging reminders of upcoming critical dates;
 2. Providing consultancy resources;
 3. Providing workshops and training regarding accreditation protocols.

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- E. To ensure accuracy in the master list report and effective support from OIEA, programs shall submit the following to the OIEA:
1. A timeline verifying steps to meet the program accreditation/reaccreditation/renewal deadline;
 2. A confirmation and copy of report/self-study prior to or on day of deadline;
 3. Copies of all correspondence to/from the accreditor.
- F. Programs shall invite the AVP for Institutional Effectiveness and Accreditation to observe the exit interview during an on-site visit.
- G. Programs shall also participate in a consultation with the OIEA if the program receives “recommendations”, “stipulations”, or other requests for follow-up from the accrediting agency.
- H. Employees will follow relevant regional and program accreditation policies pertaining to the accurate representation of program accreditation status. The OIEA will maintain a list of program accreditations on its department webpage. All specialized accreditations will be reflected on the program page of the online catalog.

REFERENCES: F.S. 1001.64, 1001.65, 1008.45

Adopted Date: November 2, 1987

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