TITLE: **Accreditation**

PROCEDURE NUMBER: **1-1-1020.1**

RELATED POLICY AND PROCEDURES: **1-1-2010 Accreditation and Substantive Change**

DIVISION OF RESPONSIBILITY: **Administrative and Academic Affairs**

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June 24, 2013	**November 15, 2025**	**November 15, 2022**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

A. It is the joint responsibility of the President of the College, the Southern Association of Colleges and Schools Commission on Colleges(SACSCOC) Liaison and the Institutional Officers to review and revise this procedure to assure that the College is compliant with the current policies and procedures of the SACSCOC including those regarding substantive changes.

B. It is the responsibility of each Institutional Officer to monitor institutional and divisional compliance with the SACSCOC Principles of Accreditation, potential substantive change within his/her responsible area, and to communicate the change to the institutional SACSCOC Liaison.

Procedure

A. Institutional Responsibility for Commission Policies

Piedmont Technical College develops and maintains written policies and procedures mandated by the SACSCOC Core Requirements and Standards. Appropriate institutional processes guide the review, revision, and approval of institutional policies and procedures. PTC publishes institutional policies and procedures in an online manual readily accessible to employees,

students, and public stakeholders. Institutional practice provides documentation the implementation and enforcement of institutional policy and the related procedures.

B. Substantive Change

The SACSCOC Liaison and the Institutional Officers keep abreast of SACSCOC substantive changes in policy and procedures. The SACSCOC Liaison notifies the Commission of changes, and when required, seeks approval for institutional substantive changes from the Commission prior to the initiation of changes and maintains a log of substantive change submissions that includes the nature of the change, date submitted, and date approved by the Commission.

C. Institutional Mission, Governance, and Effectiveness

The SACSCOC Liaison's responsibilities include the monitoring of SACSCOC policy and procedural requirements in the areas of Institutional Mission, Governance, and Effectiveness, communicating these requirements to the President and Institutional Officers, and assisting with policy and procedural development.

D. Programs

The SACSCOC Liaison's responsibilities include assisting the President and Institutional Officers with policy development and compliance monitoring of SACSCOC policy requirements in the Principles of Accreditation.

E. Federal Requirements

1. The U.S. Secretary of Education recognizes accreditation by SACSCOC in establishing the eligibility of higher education institutions to participate in programs authorized under Title IV of the Higher Education Act, as amended, and other federal programs. As such, the federal statue mandates that the Commission review an institution in accordance with criteria outlined in the federal regulations. Implicit in all federal requirements mandating a policy or procedure is the expectation that the policy or procedure is in writing and approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.

2. Institutions are required to document compliance with those criteria when reviewed for initial or continued accreditation. The SACSCOC Liaison's responsibilities include keeping abreast of SACSCOC policy requirements related to these federally mandated criteria, communicating these requirements to the President and Institutional Officers, and assisting with monitoring compliance

F. College SACSCOC Liaison's Responsibilities

The SACSCOC Liaison's responsibilities include:

1. Ensuring that institutional planning and evaluation processes compliance with accreditation requirements.

2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.

3. Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.

4. Serving as a contact person for Commission staff. This includes encouraging institutional staff to route routine inquiries about the Principles of Accreditation and accreditation policies and processes through the Accreditation Liaison, who will contact Commission staff, if necessary, and ensuring that delivery of Commission office email if free of interference with the institution's spam filter.

5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.

6. Serving as a resource person during the decennial review process, helping prepare for, and coordinating reaffirmation and other onsite visits.

7. Ensuring that electronic institutional data collected for the Commission is accurate and timely.

8. Maintaining a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.

G. College Reaffirmation and Program Reaffirmation

1. College Reaffirmation

In order to maintain accreditation status, the College participates in the SACSCOC decennial review process that includes the preparation and submission of a Compliance Certification document, the development of a Quality Enhancement Plan and a three-day onsite visit. Further, in response to the U.S. Department of Education's requires that accrediting bodies continuously monitor institutions to ensure compliance and that accrediting bodies have a mechanism for reviewing multiple sites initiated since the last reaffirmation, the College prepares and submits a SACSCOC Fifth-Year Interim Review, an abbreviated compliance certification report, and a Quality Enhancement Plan Impact Report. The SACSCOC Fifth Year Interim Report may include a site visit when approval of additional off-campus sites occurs after the institution's last reaffirmation.

2. Program Reaffirmation

a. Accredited programs at Piedmont Technical College seek to maintain program accreditation by participation in the accrediting agency's reaffirmation process. Programs may seek assistance from the Office of Institutional Research, Planning, and Effectiveness (OIRPE) and other areas of the College with the preparation of reaffirmation documents.

b. The Department Head/Academic Program Director provides the date of the latest program accreditation review and indicates if the accreditor took negative actions and the reason for such action to the SACSCOC Liaison who maintains a log of all program accreditations. The Department Head/Academic Program Director is responsible for reporting any change in program accreditation status to the SACSCOC Liaison.