



*Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

## **INSTITUTIONAL OBLIGATIONS FOR PUBLIC DISCLOSURE**

### **Policy Statement**

A candidate or accredited SACSCOC institution is obligated to provide to its students, constituents, and the public information about itself that is complete, accurate, timely, accessible, clear and sufficient. Information provided to the public includes the following:

- The institution's current catalogue describes the institution consistent with its mission statement and sets forth the obligations and responsibilities of both students and the institution. Institutions relying on electronic catalogues ensure the availability of archival editions sufficient to serve the needs of alumni and former and returning students.
- All forms of print and electronic communications officially representing the institution are consistent with catalogue content and accurately portray the conditions and opportunities available at the institution. (See also SACSCOC's policy "Student Advertisement and Recruitment.")
- The institution publishes the locations and programs available at branch campuses, and other off-campus instructional locations, including those overseas operations at which students can enroll for a degree, along with a description of the programs and services available at each location.
- The institution publishes statements of its goals for student achievement and the success of students in achieving those goals. Information on student success may include reliable information in retention, graduation, course completion, licensure examinations, and job placement rates and other measures of student success appropriate to institutional mission.
- The institution has readily available valid documentation for any statements and promises regarding such matters as program excellence, learning outcomes, success in placement, and achievements of graduates or faculty.

### **Representation of status with SACSCOC**

The institution is expected (1) to be accurate in reporting to the public its status with SACSCOC and (2) to publish the name of its primary accreditor and its address and phone number in accordance with federal requirements. In order to meet these requirements, the institution publishes one of the following statements in its catalog or website:

#### Statement for Accredited Institutions

(Name of member institution) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award (name specific degree levels, such as associate, baccalaureate, masters, and doctorate). Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of (name of member institution).

#### Statement for Candidate Institutions

(Name of candidate institution) is a candidate for accreditation by the Southern Association of Colleges and Schools Commission on Colleges to award (name specific degree levels, such as associate, baccalaureate, masters, doctorate). Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of (name of candidate institution).

In all cases, when accredited status is affirmed in institutional catalogs and other official publications, it is stated accurately and is not misrepresented.

- Accreditation granted by an institutional accrediting body has reference to the quality of the institution as a whole. Because institutional accreditation does not imply specific accreditation of any particular program in the institution, statements like “this program is accredited,” or “this degree is accredited,” are incorrect and misleading.
- “Free-standing” institutions offering programs in a single field (e.g., a school of art, engineering, or theology) and granted accreditation by a regional or national institutional accrediting body alone, clearly state that this accreditation does not imply specialized accreditation of the programs offered.
- No statement may be made about the possible future accreditation status with SACSCOC (e.g. “(Name of institution) has applied for candidacy with the Southern Association of Colleges and Schools Commission on Colleges”).
- The phrase “fully accredited” is not used, since partial accreditation is not possible.

#### **Use of the SACSCOC Logo and Stamp of Accreditation**

The SACSCOC “flame” Logo is trademarked, and its use by any member institution or other entity other than SACSCOC, Inc., is strictly prohibited. SACSCOC has also developed a trademarked Stamp of Accreditation for the exclusive use of member institutions. This Stamp may be used in conjunction with the full statement regarding accreditation provided above. Member institutions which have provided that full statement in the appropriate document(s) may choose to make reference to their accreditation status in flyers and other recruiting materials. In that case, the Stamp may appropriately be used with such abbreviated references, as well.

#### **Document History**

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