



*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 information to its students, constituents, and the public about itself that is complete, accurate, timely, accessible, clear, and sufficient. Information provided to the public includes the following:

- The institution's current catalog 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 catalogs 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 catalog content and accurately portray the conditions and opportunities available at the institution. (See also SACSCOC's policy [Advertising and Student 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 accurately report to the public its status with SACSCOC; (2) to publish the name of its primary accreditor and its contact information in accordance with federal requirements; and (3) accurately disclose its accreditation status regarding any adverse actions such as Probation, Probation for Good Cause, or denial, withdrawal, or removal from membership.

In order to meet requirements 1 and 2 above, the institution publishes the appropriate 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 (SACSCOC) to award (name specific degree levels, such as associate, baccalaureate, masters, educational specialist, and doctorate). (Name of institution) also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of (name of member institution) may be directed in writing

to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

#### 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, educational specialist, and doctorate). (Name of institution) also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the status of (name of candidate institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 an 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 is exclusively for SACSCOC, Inc. Any member institution or entity other than SACSCOC, Inc., is strictly prohibited from using this logo without written permission.

SACSCOC makes a trademarked Stamp of Accreditation available 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 refer to their accreditation status in flyers and other recruiting materials. In that case, the Stamp may appropriately accompany such abbreviated references, as well.

#### **Document History**

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