



<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
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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 Florida State College at Jacksonville (FSCJ / the College).

## **Procedure**

- A. The designated supervising administrator, in consultation with faculty, will prepare any self-study, application for, or other requirements to maintain accreditation and licenses as required for programmatic accreditation. The appropriate Associate Provost, Associate Vice President (AVP), or appropriate administrator will collaborate with the Provost/Vice President of Academic Affairs 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 (AVP) for Institutional Effectiveness prior to submission to the accrediting agency.
- B. The appropriate Associate Provost, AVP, or appropriate administrator will be responsible for monitoring, maintaining and reporting updated information to the Provost/Vice President of Academic Affairs and the AVP for Institutional Effectiveness for special accreditations for all degree programs, college credit certificates, non-credit certificates and state licensures. These reports will be comprehensive, showing all programs and their status. The Provost/Vice President of Academic Affairs will be responsible for monitoring, maintaining and reporting updated information to the College President.
- C. The AVP for Institutional Effectiveness is responsible for tracking and monitoring specialized accreditations and licensures for the College. The Office of Institutional Effectiveness (OIE) will 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 OIE will be responsible for maintaining a repository of all accreditation documents, reports, submissions and correspondence.
- D. Effective July 1, 2020, federal student aid regulations require institutions offering programs in fields associated with licensure/certification to provide disclosures that indicate whether the course of study fulfills the educational requirements for licensure. The regulation requires the institution to make available to enrolled and prospective students a list of all states for which the institution's curriculum does and does not meet the educational requirements for professional licensure. The OIE will be responsible for coordinating the development and availability of the list. The supervising administrator of the licensure/certification program will be responsible for the accuracy of the information contained on the list. The posted list will be updated on an annual basis.

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- E. The OIE will support the programs in their affirmation/reaffirmation/renewal by:
1. Sending reminders of upcoming critical dates;
  2. Providing consultancy resources by reviewing documents and evidence. For a thorough review of accreditation documents, the OIE should receive a draft of the upcoming report no later than one (1) month prior to submission.
  3. Providing workshops and training regarding accreditation protocols.
- F. To ensure accuracy in the master list report and effective support from the OIE, programs will submit the following to the OIE:
1. A timeline detailing the steps to meet the program accreditation/reaccreditation/renewal, annual report, or other reporting requirements deadline and responsible parties;
  2. The final, OIE approved copy of report/self-study prior to the deadline;
  3. Copies of all correspondence to/from the accreditor.
- G. Programs will invite the AVP for Institutional Effectiveness to observe the exit interview during an on-site visit.
- H. Programs will also participate in a consultation with the OIE if the program receives “recommendations”, “stipulations” or other requests for follow-up from the accrediting agency.
- I. Employees will follow relevant institutional and program accreditation policies pertaining to the accurate representation of program accreditation status. The OIE 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

Revision Date: November 13, 2012, February 3, 2015, September 19, 2016, November 29, 2017, March 14, 2018, February 24, 2021, November 6, 2024