Southeastern Louisiana University
Policy on the Representation of Southeastern to Accrediting Agencies and Notification of Accreditation Status Changes

Policy Statement
Southeastern Louisiana University recognizes the responsibility and the value of ensuring a consistent presentation of the university to the United States Department of Education (USDOE), accrediting agencies and other external constituencies. The university also recognizes the responsibility to inform the USDOE and other accrediting agencies with which it holds accreditation of any change in accreditation status.

Purpose of Policy
The Policy on the Representation of Southeastern to Accrediting Agencies and Notification of Accreditation Status Changes provides a process for ensuring the submission of accurate and consistent information about the University to the USDOE and to all accrediting agencies and for ensuring requisite internal parties and accrediting agencies are notified of accreditation status and accreditation candidacy changes. This policy is consistent with the Southeastern Association of Colleges and Schools Commission on Colleges (SACSCOC) principle 14.4 (Representation to other agencies) and the SACSCOC policy on Accrediting Decisions of Other Agencies. The policy also complies with the Board of Regents (BOR) Academic Affairs Policy 2.13 (Program Accreditation) which requires institutions to notify the BOR of changes in program accreditation status.

Applicability
Some academic programs are required by the Louisiana Board of Regents and/or University of Louisiana System Board of Supervisors to seek University accreditation from a USDOE-recognized accreditor and other programs choose to seek programmatic accreditation from a USDOE or non-USDOE recognized accreditor. This policy applies to all academic departments and colleges of Southeastern Louisiana University seeking or holding USDOE-recognized and non-USDOE-recognized accreditation.

Policy Procedure
Representation of Southeastern
To ensure accuracy and consistency, Southeastern’s Accreditation website provides a Common University Description that should be used when describing the University’s role, scope, and/or mission to the USDOE and to all accrediting agencies. The website also provides a current list of specialized accreditations including the USDOE-recognized accreditors. Individuals responsible for University accreditation or accreditation candidacy status with a USDOE-recognized accreditor should also become familiar with the SACSCOC policy on Accrediting Decisions of Other Agencies.

The review process for accreditation reports and submissions further ensures the University is represented accurately and in identical terms across accrediting agencies with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and/or constituencies. Each report must be reviewed and approved by the academic dean of the program(s) responsible for the University’s accreditation with the agency and by the Assistant Vice President.
for Academic Programs prior to submission to the accrediting agency. This includes but is not limited to program self-studies. The dean must provide the Assistant Vice President for Academic Programs a copy of all reports submitted to accrediting agencies.

Notification of changes/decisions

Any time a department head is notified of a change or decision in accreditation or candidacy status with an accrediting agency, they must notify their dean immediately. A dean who is so notified by either a department head or by the accreditor must then immediately notify the SACSCOC liaison, Assistant Vice President for Academic Programs, and Provost and provide copies of all correspondence related to an accreditation or candidacy status change or decision so it can be determined whether notification to SACSCOC and other USDOE-recognized agencies is necessary. The Provost will notify the President. Changes or decisions in accreditation or candidacy status may include the following:

- A decision to grant accreditation the first time the University seeks accreditation from the agency
- A decision to deny accreditation or candidacy
- A pending or final action brought by an accrediting agency to suspend, revoke, withdraw, or terminate the institution’s accreditation or candidacy
- Change in a pending action by an accrediting agency to suspend, revoke, withdraw, or terminate the institution’s accreditation or candidacy
- Probation or equivalent status imposed by an accrediting agency
- A change in probation or equivalent status imposed by an accrediting agency (e.g., decision to grant accreditation, conditional accreditation, deny accreditation, or impose other sanctions)
- Reaffirmation of programmatic accreditation

Once notified of any change or decision in accreditation or candidacy status with SACSCOC or any other accrediting agency, the SACSCOC liaison will draft for the University President’s review and signature appropriate notification letter(s) to SACSCOC and/or all other USDOE-recognized accreditors with which the University holds accreditation or candidacy status. The SACSCOC liaison will also provide the President with all documentation required by SACSCOC and/or by any of the other USDOE-recognized accrediting agencies, as per the relevant accrediting agency policies. Once signed by the President, the President’s Office will have the letters and any other required documentation delivered to SACSCOC and/or the other USDOE-recognized accrediting agencies, as appropriate. The Board of Regents will also be notified of actions of accreditation agencies, as appropriate.

The University President will inform the University community and any other external constituents of any changes in accreditation status with SACSCOC.

Review and Updates

The SACSCOC liaison must review this policy for possible revision needs each time at least one of the following occurs:

- change to the SACSCOC Principles of Accreditation
- change to the SACSCOC policy on Accrediting Decisions of Other Agencies.
- change to relevant law, Louisiana Board of Regents policy, University of Louisiana System Board of Supervisors policy or bylaws, and/or University policy that necessitate review or possible revision

In the event no such change occurs within a three-year period, this policy must be reviewed by the SACSCOC liaison at least every three years as per the University’s Policy for Developing and Maintaining University Policies.

In the event a review of the policy reveals the need for a revision, the SACSCOC liaison will be responsible for writing the revision. Approval/finalization of any revisions will adhere to the University’s Policy for Developing and Maintaining University Policies.