PALO ALTO COLLEGE
PROCEDURE

Procedure Number:	A 11.0
Procedure Title:	Southern Association of Colleges and Schools Commission on Colleges: Institutional Obligations for Public Disclosure
Relevant Board Policy:	N/A
Originating Unit:	Marketing and Strategic Communications Office
Maintenance Unit:	Office of the President

I. Purpose: This procedure aims to ensure adherence to Southern Association of Colleges and Schools, Commission on Colleges' (SACSCOC) directives pertaining to the Institution's obligations for public disclosure.

II. Procedure Statement:

A. Palo Alto College procedures A 9.0 (Approval of Publications, Videos, & Advertising), and A 7.0 (ADA Statement on Publications), will be adhered toin the development of all college publications.

B. College personnel overseeing the preparation of official college publicationswill ensure that all College publications accurately portray the conditions and opportunities available at Palo Alto College. College personnel overseeing the preparation of official college publications will ensure that in all cases where the Institution's status with SACSCOC is articulated, it is done in a manner that comports with the SACSCOC policy statement.

C. The Vice President for Student Success in collaboration with the Office of Marketing and Strategic Communications, or a designee who is responsible for approving publications, will provide oversight in determining the appropriate recruitment materials that will include the SACSCOC accreditation statement. This review will occur prior to recruitment materials being published.

D. The required statement will read as follows:

Palo Alto College is accredited by the Southern Association of

Colleges and Schools Commission on Colleges (SACSCOC) to award Associate and Baccalaureate level degrees. Questions about the accreditation of Palo Alto College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033- 4097, calling (404) 679- 4500, or by using information available on SACSCOC's website (www.sacscoc.org).

E. The SACSCOC Board of Trustees has approved a new Stamp of Accreditation asof December 2020, that can be used by member institutions on their websites, in catalogues, etc., to demonstrate that they are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
The Stamp may be used in conjunction with the institution's full statement regarding its accreditation by SACSCOC.

Date Updated/ Approved: October 22, 2024

Approved:
(signed: Lisa Juarez)
Vice President of College Services

(signed: Dr. Robert Garza)
President