



**SPECIALIZED ACCREDITATION AND LICENSING POLICY**

Responsible Official: **PROVOST**

Responsible Office: **OFFICE OF THE PROVOST**

**Policy Purpose**

This policy specifies responsibility for specialized accreditation and licensing as required for selected academic programs at East Tennessee State University.

**Policy Statement**

I. Representation to Accrediting Agencies.

ETSU will represent itself accurately to all US Department of Education (USDOE) recognized accrediting agencies with which it holds accreditation, including the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and will inform those agencies of any change in accreditation status, including the imposition of public sanctions.

II. Seeking and Maintaining Accreditation.

- A. Programs seeking or maintaining specialized accreditation or licensing must describe the institution to each agency in identical terms.
- B. All program accreditation or licensing documents must be reviewed and approved by the Provost and Senior Vice President for Academic Affairs or designee prior to submission to the accrediting agency.

III. Annual Submission Requirement.

To ensure accuracy, programs seeking or maintaining specialized accreditation or licensing must submit the following to the Office of Planning and Decision Support: Institutional Effectiveness and Assessment on an annual basis:

- A. A timeline verifying steps to meet the program accreditation/reaccreditation/renewal deadline;

- B. A copy of the self-study at least one day prior to the deadline; and
- C. Copies of all correspondence to/from the accreditor.

Authority: TCA 49-8-203, et. seq. SACSCOC Principles of Accreditation: Foundations for Quality Enhancement 14.4: Representation to other agencies.

### Defined Terms

*A defined term has a special meaning within the context of this policy.*

NA

### Policy History

#### Effective Date

- a. Initial: January 22, 2019
- b. Revised: September 28, 2023

### Procedure

#### I. General.

Programs follow relevant regional and program accreditation procedures pertaining to specialized program accreditation and licensing.

#### II. Seeking and Maintaining Accreditation.

- A. The designated supervising administrator, typically the dean or department chair, collaborates with the Provost and Senior Vice President for Academic Affairs, as appropriate, in making decisions as to which programs will seek specialized accreditation.
- B. The supervising administrator, in consultation with faculty, prepares a self-study, applies for, completes the requirements of, and maintains accreditation and licensing as required for programs under their administrative direction when such accreditation is determined to be in the best interest of students and the institution.

- C. The designated supervising administrator requests a description of the institution that includes general information regarding the institution's purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents from the Office of Planning and Decision Support: Institutional Effectiveness and Assessment.
- D. The Accreditation Liaison, as appropriate; monitors, maintains, and reports updated information or changes in accreditation status or licensing for all degree programs, for-credit certificates and non-credit certificates. in a timely manner to the Provost and Senior Vice President for Academic Affairs.
- E. The Provost and Senior Vice President for Academic Affairs monitors, maintains, and reports updated information to the President.

III. Documentation.

The Office of Planning and Decision Support: Institutional Effectiveness and Assessment maintains and publishes a listing of specialized accreditations and licensures for the institution and maintains a repository of related correspondence from accrediting agencies. Published information includes:

- A. The institution's master list of all programs that have specialized accreditation and licensure, including respective re-affirmation/renewal/due dates and new programs that are in the process of seeking accreditation.
- B. The Office of Planning and Decision Support: Institutional Effectiveness and Assessment provides each US Department of Education recognized accrediting agency with which ETSU or ETSU programs holds accreditation a description of the institution with regards to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents on a regular basis.
- C. Individuals who wish to obtain or review documents describing accreditation, approval, or licensing are encouraged to contact the Office of Planning and Decision Support: Institutional Effectiveness and Assessment for assistance.

IV. Support.

- A. The Office of Planning and Decision Support: Institutional Effectiveness and Assessment supports programs in their affirmation/reaffirmation/renewal by providing consultancy resources upon request. This may include reviewing and revising relevant sections of self- study reports.
- B. Programs may invite staff from the Office of Planning and Decision Support: Institutional Effectiveness and Assessment to participate in accreditation activities such as the on-site visit.

- C. Programs are encouraged to request consultation with the Office of Planning and Decision Support: Institutional Effectiveness and Assessment if the program receives recommendations, stipulations, or other requests for follow-up from the accrediting agency.

## Procedure History

### Effective Date

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## Related Form(s)

NA

## Scope and Applicability

Primary: Academics

Secondary: Governance