

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number:	8.8.1.1
Related Policy:	8.8.1
Title:	Accreditations
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Vice President for Academic Affairs
Original Approval Date:	07-22-2014
Last Cabinet Review:	11-29-2017
Last Revision:	11-29-2017

President

The Vice President for Academic Affairs shall have primary responsibility for College and Program specific accreditation and, as such, the office of the Vice President for Academic Affairs must be apprised of all accreditation processes.

It is the responsibility of the Department Chair and respective Academic Dean to ensure the office of the Vice President for Academic Affairs has been provided copies of all accreditation standards, procedures, policies, as well as, all letters of communication to the program directors (Academic Chairs and/or Assistant Chairs) immediately upon receipt.

Responsibility for completing any self-study, program assessment and/or follow-up, as well as, drafting all reports shall rest with the leadership of each academic program. Initiation, guidance, and assistance in this process shall be provided by the Dean of each program. All accreditation documents emanating from Horry-Georgetown Technical College must be provided to the respective Academic Dean six weeks prior to submission to the approving body; the Academic Dean will forward to the Assistant Vice President for Institutional Support.

Furthermore, all accreditation documents, to include self-studies, reaffirmations, letters or formal responses to accreditation bodies submitted by Horry-Georgetown Technical College must have approval of the Vice President for Academic Affairs prior to submission. All accreditation documentation must be submitted to the Vice President for Academic Affairs no later than two weeks prior to the deadline for submission to the approving body.