

Essex County College College Regulation

REG 6-15 PROFESSIONAL ACCREDITATION OF COLLEGE PROGRAMS

Purpose:

All College programs requiring professional accreditation shall plan, prepare and develop the written submissions to the accrediting body and site-visits in full coordination with The Office of Institutional Effectiveness, Planning, & Assessment (“IEPA”) and all other relevant departments of the College.

Definition(s):

Accreditation Liaison Officer: The Middle States Commission on Higher Education (MSCHE) mandates that all accredited institutions have a President-appointed Accreditation Liaison Officer (“ALO”) to serve as the primary contact between the institution and the Middle States Commission on Higher Education.

Professional Accreditation: Professional accreditation, also known as specialized or programmatic accreditation, applies to certain College programs.

Program Coordinator: For purposes of this Regulation, a Program Coordinator is the Essex County College faculty or staff member responsible for managing the professional accreditation of a College program.

Application:

IEPA oversees and reviews the Professional Accreditation Bi-Annual Update process of College programs.

Responsibilities of Program Coordinators

- Program Coordinators are responsible for reporting all professional accreditation activities in the Biannual Update as well as immediately notifying the ALO of any major changes relating to accreditation status or requirements. Major changes may include the intent to seek accreditation, change in accreditation status, change of Program Coordinator, change or addition to upcoming reporting requirements, and a change in the site visitation schedule.

- Program Coordinators shall notify the ALO of the due date for self-study reports, interim reports, monitoring reports, or any required reporting at least one year prior to the date, or as soon as practicable.
- Program Coordinators shall notify the ALO of all requests for site visits or proposed dates for the visit as soon as practicable.
- Program Coordinators shall complete the Internal Signatory Form for Regulation 6-15 located on the IEPA Accreditation Website prior to submitting any required reports to a professional accrediting agency.

Responsible Official(s): Office of Institutional Effectiveness, Planning, and Assessment, & Academic Affairs	Reference(s): N.J.S.A. 18A:64A-12(d)
Regulation History: 6/24	Attachment(s):