

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 11.0
Procedure Title: Southern Association of Colleges and Schools Commission
on Colleges: Statement on Publications
Relevant Board Policy: N/A
Originating Unit: Public Relations Office
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure provides the correct wording of statements required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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 to in the development of all college publications.
- B. College personnel overseeing the preparation of official college publications will insure that the statement required by SACSCOC will be included in the publication.
- C. Additionally, the Director of Public Relations, or a designee who is responsible for approving publications, will ensure that the proposed publication, prior to being printed and distributed, will contain the required statement.
- D. The required statement will read as follows:

Palo Alto College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Palo Alto College.

Issued: July 31, 2001

Approved: (signed: Enrique Solis)
President

Updated: October 12, 2010

Public Relations Office

Revised: September 6, 2017

Approved: (signed: Dr. Mike Flores)
President