

**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: Marketing and Strategic Communications Office
Maintenance Unit: Office of the President

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 ensure that the statement required by SACSCOC will be included in the publication.
- C. Additionally, the Director of Marketing and Strategic Communications, 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 (SACSCOC) to award associate 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 as of 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.

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

Revised: January 28, 2021

Approved: (signed: Dr. Robert Garza) President