


PROCEDURE MANUAL

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|  ARIZONA WESTERN COLLEGE | PROCEDURE 203.1 | | |
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| Section: | Administration | Subject: | College Accreditation |

PURPOSE

To define roles and responsibilities of staff members associated with accreditation.

PROCEDURE

1. The President of the College is the primary and initial person for contact by the accrediting associations.
2. Upon notification by the accrediting association that an evaluation is pending, the President selects the chair(s) of a steering committee for accreditation.
3. The chair(s) with the approval of the President nominate and select members of the steering committee.
4. The steering committee is responsible for developing a general set of comprehensive procedures and timelines for the College's accreditation and evaluation that involve all College constituencies. These must be approved by the President before implementation.
5. The steering committee chair(s) compile and prepare the final accreditation/evaluation self-study document. The President is responsible for final approval of this document.
6. The steering committee chair(s) submit all appropriate documents for accreditation to the President and organize site visits.