

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: Executive Vice President for Academic and Workforce
Development

Original Approval Date: 07-22-2014
Last Cabinet Review: 07-12-2023
Last Revision: 07-12-2023

President

The Executive Vice President for Academic and Workforce Development and designees shall have primary responsibility for College and Program specific accreditation and, as such, the office of the Executive Vice President for Academic and Workforce Development 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 Executive Vice President for Academic and Workforce Development has been provided copies of all accreditation standards, due dates, procedures, policies, as well as all letters of communication to the program directors (Department 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 HGTC 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 Accreditation and Institutional Support.

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