



Title: College Integrity and Accuracy in Reporting	Type: Key Institutional
No: KI 1001	Approval Date: 10-23-2013
Responsible Office: VPAA/Provost/Provost	Approved By: VPAA, P&BC, President
Next Review: 2018	Revision No:

I. Purpose/Introduction/Rationale

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) notes that “integrity, essential to the purpose of higher education, functions as the basic contract defining the relationship between the Commission and each of its member and candidate institutions.” As declared in the College’s mission statement, Rollins is “committed to the liberal arts ethos and guided by its values and ideals.” Embedded within the liberal arts ethos, its values, and ideals, are commitments to accepting responsibility for ethical behavior and performing all roles with integrity. Rollins College is deeply committed to the principle of institutional integrity as embodied in the values of honesty, authenticity, trust, fairness, respect, and responsibility. This policy ensures that Rollins College operates with integrity in all matters of institutional representation to external agencies and that the policy elements herein conform to commonly accepted practices in higher education.

II. Definitions

For the purposes of this policy, institutional integrity is defined as adherence to the ethical values of honesty, authenticity, trust, fairness, respect, and responsibility. Rollins will describe itself to all external agencies in identical descriptive terms. All applicable agencies will be notified in writing of substantial change(s) to any descriptor as required. Rollins College adopts and embraces the SACSCOC policy statement on *Integrity and Accuracy in Institutional Representation* as described below and in Appendix A.

III. Procedure or Application

In accordance with SACSCOC Principle 1.1 The Institution operates with integrity in all matters (Integrity), Rollins College will:

- A. document its compliance with the requirements of the SACSCOC *Principles of Accreditation*; comply with SACSCOC requests, directives, decisions and policies; and make complete, accurate and honest disclosure to the Commission;
- B. comply with the SACSCOC Principle of Integrity, Core Requirements, Comprehensive Standards, Federal Requirements, and Commission policies procedures, and provide information as requested by the Commission in order to maintain membership and accreditation;
- C. ensure that the President of the College, or his/her designee, reviews and ensures the accuracy and integrity of materials submitted to SACSCOC, such as the Compliance Certification and Quality Enhancement Plan;
- D. ensure that all documents submitted to SACSCOC are candid and provide all pertinent information, whether complimentary or otherwise;
- E. provide the Commission, with due regard for the rights of individual privacy, with access to all parts of its operations, and with complete and accurate information about the institution's affairs, including reports of other accrediting, licensing, and auditing agencies;
- F. respond in a timely manner to requests by SACSCOC for submission of dues, fees, reports, or other information;

- G. ensure that information submitted to SACSCOC (such as that provided in the annual institutional profile, institutional responses to visiting committee reports, and monitoring reports) is complete, accurate, and current;
- H. cooperate with SACSCOC in preparation for visits, receive visiting committees in a spirit of collegiality, and comply with SACSCOC requests for acceptable reports and self-analyses;
- I. report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with the SACSCOC policy on substantive change;
- J. report accurately to the public its status and relationship with SACSCOC;
- K. provide counsel and advice to SACSCOC, and agree to have its faculty and administrators serve, within reason, on visiting teams and on Commission committees; and
- L. provide SACSCOC or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

In all external communications representing the College, including, but not limited to, accreditation or reaffirmation of accreditation, all documentation must reflect identical terminology for mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies. To ensure conformity and consistency, all such descriptions will be submitted to the appropriate Vice President* and then the President, or his/her designee, for approval prior to submission. Rollins College will inform all agencies, particularly SACSCOC, of any substantive change in status as required.¹ Such a change could include, but is not limited to, a newly acquired accreditation, a negative action of an accreditor, or a loss of accreditation.

IV. Related Policies or Applicable Publications

KI 1002: Substantive Change Policy

V. Appendices/Supplemental Materials

SACSCOC Policy Statement: Integrity and Accuracy in Institutional Representation, January 2012.

VI. Rationale for Revision

Not applicable.

**The appropriate Vice President may be the President in the case of units reporting directly to the President.*

APPENDIX A: SACSCOC Policy Statement: Integrity and Accuracy in Institutional Representation

¹The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that “any institution seeking or holding accreditation from more than one United States Department of Education-recognized institutional accrediting body must describe itself in identical terms to each recognized institutional accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each institutional accrediting body apprised of any change in its status with one or another accrediting body.” Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). 2012. *Accrediting decisions of other agencies: Policy statement*. Retrieved from: <http://www.sacscoc.org/pdf/081705/accredit%20decisions%20of%20others.pdf>.



Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

INTEGRITY AND ACCURACY IN INSTITUTIONAL REPRESENTATION

Policy Statement

Institutional integrity serves as the foundation of the relationship between the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and its member and candidate institutions. This fundamental philosophy is reflected in the *Principles of Accreditation* as follows:

Integrity, essential to the purpose of higher education, functions as the basic contract defining the relationship between the Commission and each of its member and candidate institutions. It is a relationship in which all parties agree to deal honestly and openly with their constituencies and with one another. Without this commitment, no relationship can exist or be sustained between the Commission and its member and candidate institutions.

Integrity in the accreditation process is best understood in the context of peer review, professional judgment by peers of commonly accepted sound academic practice, and the conscientious application of the *Principles of Accreditation* as mutually agreed upon standards for accreditation. The Commission's requirements, policies, processes, procedures, and decisions are predicated on integrity.

The Commission on Colleges expects integrity to govern the operation of institutions and for institutions to make reasonable and responsible decisions consistent with the spirit of integrity in all matters. Therefore, evidence of withholding information, providing inaccurate information to the public, failing to provide timely and accurate information to the Commission, or failing to conduct a candid self-assessment of compliance with the *Principles of Accreditation* and to submit this assessment to the Commission, and other similar practices will be seen as the lack of a full commitment to integrity. The Commission's policy statement "Integrity and Accuracy in Institutional Representation" gives examples of the application of the principle of integrity in accreditation activities. The policy is not all-encompassing nor does it address all possible situations. Failure of an institution to adhere to the integrity principle may result in a loss of accreditation or candidacy.

The *Principles* includes the following requirement:

PI 1.1 The institution operates with integrity in all matters.

As a condition of candidacy or membership in the Commission on Colleges, the institution agrees to document its compliance with the requirements of the *Principles of Accreditation*; to comply with Commission requests, directives, decisions and policies; and to make complete, accurate and honest disclosure to the Commission.

The Commission's policy "Sanctions, Denial of Reaffirmation, and Removal from Membership" states that the Commission on Colleges requires a member institution to comply with the Principle of Integrity, Core Requirements, Comprehensive Standards, Federal Requirements, and Commission policies and

procedures, and to provide information as requested by the Commission in order to maintain membership and accreditation. The policy also states:

Failure to respond appropriately to Commission decisions and requests or to make complete, accurate, and honest disclosure is sufficient reason, in and of itself, for the Commission to impose a sanction, including the denial or revocation of candidacy or accreditation. (p. 1)

In order to comply with these requirements for integrity and accuracy in reporting in its relationships with the Commission, the president of the institution is obligated to review and ensure the accuracy and integrity of materials submitted by the institution, such as the Compliance Certification and Quality Enhancement Plan. In addition, an institution shall meet the following expectations:

1. Ensure that all documents submitted to the Commission are candid and provide all pertinent information, whether complimentary or otherwise. With due regard for the rights of individual privacy, every institution applying for candidacy, extension of candidacy, accreditation, or reaffirmation of accreditation, as well as every candidate and accredited institution, provide the Commission with access to all parts of its operations, and with complete and accurate information about the institution's affairs, including reports of other accrediting, licensing, and auditing agencies.
2. Respond in a timely manner to requests by the Commission for submission of dues, fees, reports, or other information.
3. Ensure that information submitted to the Commission (such as that provided in the annual institutional profile, institutional responses to visiting committee reports, and monitoring reports) is complete, accurate, and current.
4. Cooperate with the Commission in preparation for visits, receives visiting committees in a spirit of collegiality, and complies with the Commission's requests for acceptable reports and self-analyses.
5. Report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with the Commission policy on substantive change.
6. Report accurately to the public its status and relationship with the Commission.
7. Provide counsel and advice to the Commission, and agree to have its faculty and administrators serve, within reason, on visiting teams and on Commission committees.
8. Provide the Commission or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

The Commission accredits institutions, not individuals. Therefore, any individual who reports to the Commission on behalf of an institution—either by virtue of his or her office or as delegated by the chief executive officer of the institution—obligates the institution in all matters regarding institutional integrity.

Document History

Approved: Commission on Colleges, June 1993

Revised in accord with the Principles of Accreditation: February 2004

Revised in accord with the Principles: December 2006

Edited: January 2012