



## Accreditation Style Guide

### INTRODUCTION

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that its member institutions represent their status with the Commission identically in all statements about their accreditation status. This includes both internally developed and published communications and media ([SACSCOC Principle 14.1 - Publication of Accreditation Status](#)), and in communications and media developed for dissemination to outside agencies ([SACSCOC Principle 14.4 - Representation to Other Agencies](#)).

Principle 14.1 states:

*An institution is responsible for representing accurately to the public its status and relationship with SACSCOC. Providing information on accreditation status makes it possible for anyone to inquire about the accreditation status of the institution, to ask questions about the accreditation process, or to pursue procedures for filing complaints against an institution.*

Principle 14.4 states:

*The Commission requires candidate and member institutions holding accredited or candidacy (pre-accredited) status from more than one U.S. Department of Education-recognized institutional accrediting agency to keep each agency apprised of any change in its status with one or another agency. Any institution seeking or holding accreditation from more than one USDOE-recognized institutional accrediting agency must describe itself in identical terms to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each USDOE recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency.*

This style guide provides the **exact wording** that must be used in all JU communications that state JU's accreditation status.

## ACCURATE NAME AND ABBREVIATION FOR ALL COMMUNICATIONS

The appropriate style for referencing our accreditor's name is:

- Southern Association of Colleges and Schools Commission on Colleges
- It is also appropriate, but not required, to include the abbreviation (SACSCOC) following the full name of the accreditor, like this: Southern Association of College and Schools Commission on Colleges (SACSCOC)

## IMPORTANT REMINDER

When using the abbreviation, *never* use 'SACS'. You should always use the full name and/or abbreviation in reports, presentations, documents (digital and hardcopy), and all other internal and publicly disseminated media. Avoid using SACS even informally in internal conversations and communication.

## ACCURATE REPRESENTATION IN OFFICIAL DOCUMENTS AND WEBSITES

JU documents (including all catalogs, handbooks, etc.) and websites that include statements about the University's institutional accreditation must represent JU's status with SACSCOC using the following language:

Jacksonville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 904-256-7030 for questions about the accreditation of Jacksonville University.

## ACCURATE REPRESENTATION IN FLYERS AND OTHER RECRUITMENT MATERIALS

It is acceptable to reference accreditation by SACSCOC in flyers and other recruiting materials without the full statement, as follows:

Jacksonville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

or, if space allows,

Jacksonville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees.

## ACCURATE REPRESENTATION IN ACCREDITATION REPORT NARRATIVES TO PROFESSIONAL AND DISCIPLINARY ACCREDITORS

### *Initial Reference:*

When writing narrative reports or other communications to professional or disciplinary accreditors that include statements about the university's institutional accreditation, we must represent JU's status with SACSCOC in the initial reference within the narrative using the following language:

Jacksonville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 904-256-7030 for questions about the accreditation of Jacksonville University.

### *Subsequent References:*

Subsequent references to accreditation within the same narrative may use one of the following shortened references:

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Southern Association of Colleges and Schools Commission on Colleges
- SACSCOC

If your disciplinary or professional accreditor uses an electronic form they generate and require, complete the form as required. This applies to only to representation in narrative responses.