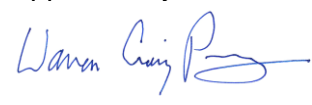


COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Accreditation Expense		Approved by:
Insert:	06.02	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with the Alabama Community College System (ACCS) [Board Policy 303.01](#) and [Chancellor's Procedures 303.01](#), Accreditation Expense.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

Accreditation Expenses: Payment of the services of a team or an individual for the purpose of gaining or maintaining accreditation.

DETAILS:

1. Institutional accreditation expenses may be paid from state funds within the institution's current unrestricted funds.

PROCEDURE(S):

1. All expenses related to the accreditation process should be put through the normal purchasing process and have prior approval per purchasing policy and procedures.
2. Accreditation expenses shall be limited to payment of travel, subsistence, lodging, and honoraria, incurred by members of visiting committees, other bona fide representatives, and members of the staff of the accrediting organization. This rule permits payment of only those expenses for which an institution is customarily invoiced by the accrediting organization following a visit.
3. The institution may pay from state funds the required annual dues of institutional accrediting agencies. Annual dues of correspondents, candidates for membership, and accredited members may be paid.
4. The institution also may pay from state funds the fees for accrediting individual programs offered by the institution where such an accreditation is an official prerequisite for the licensing of graduates of such programs by legally designated professional or occupational licensing boards or agencies in the State of Alabama or where such accreditation significantly enhances the employability of program participants.

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Warren Gray

ADDITIONAL PROVISIONS/INFORMATION:

[Code of Alabama 16-60-111.2](#); [16-60-111.4](#)