

LACKAWANNA COLLEGE POLICY ON THE DISSEMINATION OF ACCREDITATION INFORMATION

Lackawanna College maintains a transparent and respectful policy for sharing accreditation information with various stakeholders, as follows:

All accreditation related correspondence from accrediting bodies is sent to the President's Office and is initially reviewed by the President and the EVP/CAO.

Information pertaining to the College's or a specific program's accreditation status, such as candidacy, initial accreditation, reaffirmation, or requests for follow up action, is shared first with members of the College's Board of Trustees and the President's cabinet. Such communication is initiated by the President or his designee within 3 business days of receipt.

After the Board and Cabinet are notified, an announcement is made to the College community. This communication is initiated by the President or his designee. The timeline for this announcement depends upon the content of the announcement and the time of receipt. The President will determine whether the information is most appropriately shared immediately via email, whether it should be addressed at the next College-wide meeting, or whether a special meeting is warranted.

After the internal community has been notified, if appropriate and at the President's discretion, the Director of External Relations prepares a press release to share with the local media and to include on the College's website.

The Director of External Relations is also responsible for ensuring that all College publications contain the most up to date and accurate accreditation statements for both the College and its accredited programs.