Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Federal Requirement 4.6

4.6 – Recruitment Materials

Recruitment materials and presentations accurately represent the institution’s practices and policies.

Judgment of Compliance

☑ In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College accurately represents its policies and practices in recruitment materials and presentations. The college has a specific policy on Mandatory Integrity in College Operations [1], which applies to all employees. In addition, Chipola has an Assurance of Data and Communications Accuracy and Integrity policy [2] which commits the college to publishing accurate information. The college also has an Ethics and Compliance Program in place to support and monitor the ethical operations of the college [3].

Chipola has three main sources of information concerning policies and procedures, services available, programs offered, and course offerings. These three publications include the Chipola College 2006-2007 Catalog [4], the 2006-2007 Chipola College Student Handbook/Planner [5], and the Chipola College Class Schedule [6]; each of these is published annually. All three of these publications are available on the college website [7].

All other publications, such as brochures, general recruiting publications, and advertisements are produced by the Office of Public Relations and are based upon the information contained in these documents [8].

Before publication of the catalog, the handbook/planner, and the class schedule, each document is reviewed numerous times by administrators with expertise in each of the areas represented in the document. This process is designed to ensure that information contained in each publication is accurate and reflects the policies governing the operation of the college as an accredited public institution in the State of Florida.

Documentation:

[1] Chipola College Board Policy Number 1.004: Mandatory Integrity in College Operations
[2] Chipola College Board Policy Number 1.005: Assurance of Data and Communications, Accuracy and Integrity

[3] Chipola College Ethics and Compliance Program


[7] Chipola College website

[8] Sample brochures and other publications from Public Relations Department