**SACSCOC Prospectus Checklist/ Guidelines**

**New Programs**

For the SACSCOC prospectus we must respond to all applicable information below.

**Please note** that SACSCOC reserves the right to make amendments to the requirements outlined below for certain types of changes.

**Required Components of the Prospectus**

1. **ABSTRACT** (limit to one page or less)
* Describe the proposed change with its date of implementation.
* If a new program, identify where it will be offered.
* If a new off-campus site or branch, list its complete physical address.
* Provide projected number of students, if applicable.
* Indicate the projected life of the program or site, if applicable (single cohort or ongoing).
* Describe the primary target audience.
* Describe the instructional delivery methods to be used.
* Describe strengths of the institution to undertake this change.
1. **DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE CHANGE**
* Describe how the change is consistent with the mission and goals of the institution.
* Describe the rationale and need for the program to include how the institution determined need.
* Provide evidence of legal authority for the change if approval is required by the governing board or the state.
* Provide documentation that faculty and appropriate other groups were involved in planning for and approval(s) of the change.
1. **NEW PROGRAM Elements:**

* Provide the curriculum for the program and a projected schedule of course offerings.
* Provide specific programmatic goals (objectives) and specific student learning outcomes for the program
	+ Describe how the student learning outcomes **for the program** will be assessed.
* Provide course descriptions for all courses in the proposed program.
* Describe admissions and graduation requirements for the program.
* Demonstrate compliance Definition of Credit Hours
* Describe administrative oversight to ensure the quality of the program.
1. **FACULTY QUALIFICATIONS**
* List the faculty members scheduled to teach in the new program, in a degree completion program, at a new site or in programs to be offered by distance methodology for the first time.
* Provide narrative with supporting evidence that the number of full-time faculty members will be adequate to support the initiative and describe the impact on faculty workload of the new program, new site, or distance delivery.
* Document scholarship and research capability of faculty members teaching in graduate programs and document faculty experience in directing student research.
1. **LIBRARY AND LEARNING RESOURCES**
* List and describe discipline-specific learning resources to support a new program.
* Document discipline-specific refereed journals and primary source materials.
* Describe specifically how students enrolled in a new program and/or enrolled in a program at an off-campus location and/or enrolled in a distance education program access these discipline-specific learning resources.
* Describe how students and faculty members will access information electronically.
* Describe how faculty and students are instructed in the use of online resources as well as on site library resources.
* Describe resources to support students in access to and use of learning resources.
1. **STUDENT SUPPORT SERVICES**
* Describe specific programs, services, and activities which will support students enrolled in the new program and/or enrolled at a new off-campus site and/or enrolled in distance education programs.
1. **PHYSICAL RESOURCES**
* Describe the adequacy of physical facilities which will support the change.
* Describe equipment which will be available for a new program or available at a new site.
* Describe the impact that the proposed change will have on physical facilities and equipment for existing programs and services.
1. **FINANCIAL SUPPORT**
* Provide a business plan that includes all of the following
	1. a description of financial resources available to support the proposed change, including a budget for the first year of the proposed change.
	2. projected revenues and expenditures and cash flow for the proposed change
	3. the amount of resources going to institutions or organizations for contractual or support services for the proposed change
	4. the operational, management, and physical resources available for the change.
* Provide contingency plans in the event that required resources do not materialize.

**The institution must disclose if it is currently on reimbursement for Title IV funding.**

**Institutions currently on sanction with SACSCOC for financial reasons must provide a copy of the audit for the most recently completed fiscal year.**

1. **DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE**
* Provide a brief description of institutional assessment processes.
* Describe how the institution will incorporate the change (program, site, distance education or other change) into the institution-wide review and assessment processes.
1. **APPENDICES**
* Provide documentation supporting the narrative in the prospectus.