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| **DOCUMENTATION FOR THE** **INTERIM OFF-CAMPUS INSTRUCTIONAL SITES COMMITTEE** **New Sites Added Since Last Reaffirmation*****This document (with appropriate supporting evidence) should be completed by the institution hosting an Interim Off-Campus Instructional Sites Committee involving the review of new sites added since the institution’s last Reaffirmation.***  |

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| **Statement Regarding All S Documentation Forms***Please note that this and all of the SACSCOC Documentation forms contain the standards typically provided to a visiting committee. Additional standards may be added by SACSCOC staff as needed to provide the visiting team with relevant information necessary to making an informed determination regarding the change.* |

**Name of the Institution:**

**Nature of the Visit: Interim Review of Off-Campus Instructional Sites**

**Dates of Visit:**

By signing below, we attest to the following:

That \_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of institution)* has attached a complete and accurate overview of the proposed Substantive Change.

That \_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of institution)* has provided complete and accurate disclosure of timely information regarding compliance with the selected sections of the *Principles of Accreditation* affected by this Substantive Change.

**Name and signature of the President:**

**Name and signature of the Accreditation Liaison:**

**SACSCOC Staff Member Assigned to the Institution:**

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| **Part I. Overview and Introduction to the Institution** |

*Describe the sites (including street address) and their relationship to the main campus. Include the location, initial date of Commission approval, initial date of implementation, programs offered, and current number of students, primary target audience, and instructional delivery methods.*

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| Part II. Assessment of Compliance  |

*Provide narrative and documentation to support compliance with each standard as it applies to the site(s).* ***Include information for the main campus only as it affects the site(s)***

**Section 1: The Principle of Integrity**

1.1 **The institution operates with integrity in all matters.**

 *(Integrity)* **[CR]**

*[No response necessary. This statement will be addressed by the visiting committee, not by the institution.]*

**Section 5: Administration and Organization**

5.4 The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.

 *(Qualified administrative/academic officers)*

*[Restrict the narrative to the leadership at the site(s) and the leadership at the main campus to whom these persons report.]*

Narrative:

**Section 6: Faculty**

6.2 For each of its educational programs, the institution

6.2.a Justifies and documents the qualifications of its faculty members.

 *(Faculty qualifications)*

*[Display faculty qualifications on SACSCOC’s “Faculty Roster Form.” Limit entries to those faculty members assigned to the sites to be visited.]*

Narrative:

6.2.b Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.

 *(Program faculty)*

*[Address full-time faculty sufficiency for the programs offered at the site(s) under review.]*

\_\_\_ Compliance

\_\_\_ Non-Compliance

Narrative:

6.2.c Assigns appropriate responsibility for program coordination.

 *(Program coordination)*

Narrative:

**Section 8: Student Achievement**

8.2 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:

8.2.aStudent learning outcomes for each of its educational programs.

 *(Student outcomes: educational programs)*

*[As part of the response, include a description of how the institution is monitoring the quality of the program(s) at the sites to be visited. Summarize current procedures for the assessment of learning outcomes and achievement, and how results are being or will be used to improve the programs offered at the sites to be visited. Include examples of related existing programs if the new site(s) follows existing practices at the main campus.]*

Narrative:

**Section 11: Library and Learning/Information Resources**

11.1 **The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission.**

*(Library and learning/information resources)* **[CR]**

Narrative:

**Section 12: Academic and Student Support Services**

12.1 **The institution provides appropriate academic and student support programs, services, and activities consistent with its mission.**

 *(Student support services)* **[CR]**

Narrative:

**Section 13: Financial and Physical Resources**

13.7 The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution’s educational programs, support services, and other mission-related activities.

*(Physical resources)*

*[Restrict the narrative to the facilities at the sites being reviewed.]*

Narrative: