APPLICATION FOR A MEMBER INSTITUTION
SEEKING ACCREDITATION
AT A HIGHER OR LOWER DEGREE LEVEL

Name of Institution:	
Location: **Implementation date:**	
Name and Title of Individual Completing the Application:	**Telephone:**
	Email Address:
	Fax Number:
Date Submitted:	

SUBMIT FOUR COPIES OF THIS COMPLETED FORM TO:

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500

Due dates:
- For consideration by the SACSCOC Board of Trustees in June: **April 15**
- For consideration by the SACSCOC Board of Trustees in December: **September 15**

INSTRUCTIONS

When initiating **coursework or programs** at a higher or lower degree level than currently approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), an institution must complete two documents: (1) "Institutional Summary Form Prepared for Commission Review" and (2) the "Application for a Member Institution Seeking Accreditation at a Higher or Lower Degree Level." The "Institutional Summary Form Prepared for Commission Review" can be accessed at www.sacscoc.org/inst_forms_and_info1.asp.

The two parts combined constitute a primary source of information used by SACSCOC to award membership at the new degree level.

Classification of degree levels. For purposes of accreditation, SACSCOC classifies institutions according to the highest degree level offered by an institution. Those classifications are as follows:

Level I	Offers the associate degree as the highest degree
Level II	Offers the baccalaureate degree as the highest degree
Level III	Offers the master's degree as the highest degree
Level IV	Offers the master's and specialist degree as the highest degrees
Level V	Offers three or fewer doctorate degrees as highest degrees
Level VI	Offers four or more doctorate degrees

Institutions moving from Level V to Level VI. An institution adding a fourth doctorate degree is required to request the level change in writing so that SACSCOC may reclassify it from Level V to Level VI within the Commission's data base. This notification may accompany the prospectus if the added doctorate is a significant departure for the institution, or be sent as a separate letter of notification.

Reminders. When completing the application, please adhere to the following:

1. In cases in which year-end financial information is requested, use the most recently completed fiscal year. Report enrollment information for the most recent academic year.

2. Use "NA" to mark items not applicable to the institution.

3. **Four** copies (on CD, DVD, flash drive or hard copy) are required.

4. Applications are reviewed by SACSCOC Board of Trustees twice a year: during meetings in June and in December. For review during the December meeting, the completed application must be submitted by **no later than September 15**; for review during the June meeting, the completed application must be submitted by **no later than April 15.**

5. The institution **must complete both the "Institutional Summary" and the "Application"** before its case will be forwarded for action by the SACSCOC Board of Trustees.

Form Revised: May 2012, February 2013

DESCRIPTION OF THE PROPOSED PROGRAMS/COURSES
TO BE OFFERED AT THE NEW DEGREE LEVEL

Name(s) of New Degree Program(s).

Please be specific (e.g., Bachelor of Arts degree in English). (**Note:** *Only programs or coursework submitted for review at the new degree level will be included in the approval by the Board of Trustees.*)

Alternate locations where the new degree program will be offered. *If the proposed programs/courses are to be offered at off-campus instructional sites, list each specific location, its address, the mode of delivery, and the percentage of the educational program that will be offered at each site.*

General Institutional Information

Name of agency that has legally authorized the institution to provide the new degree program:
(Provide charter/letter of authorization from appropriate agency/organization indicating that the institution may award the new degree.)

Date institution plans to enroll first students at the new degree level:
(Implementation date will be included as part of the action by the Board.)

Date institution projects it will graduate the first regular class at the new degree level:

Enrollment Data

Current Enrollment - Please refer to your most recent completed Institutional Profile and report the following enrollment data for the current term:

a.	Total Full-Time Undergraduate Enrollment (carrying a load of 12 or more credit hours) (Section Two, part A, line 1 of enrollment profile)	
b.	Total Full-Time Post-Baccalaureate Enrollment (Carrying a load of 9 or more credit hours) (Section Two, part A, line 2 of enrollment profile)	
c.	Total FTE Part-Time Undergraduate Enrollment (carrying fewer than 12 credit hours) (Section Two, part A, line 3b of enrollment profile)	
d.	Total FTE Part-Time Post-Baccalaureate Enrollment (carrying fewer than 9 credit hours) (Section Two, part A, line 4b of enrollment profile)	
e.	Total Non-Credit Enrollment (Section Two, part A, line 6b of enrollment profile)	
	Total of all figures reported in a-e above. (Section Two, part A, line 7 of enrollment profile)	

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Projected Enrollment - Please indicate below the number of students projected to enroll in the new degree program(s):

a. Full-Time Enrollment (headcount)	
b. Part-Time Enrollment (headcount)	
c. Non-Credit Enrollment (headcount)	
d. Projected Total	

Proposed Programs/Courses at the New Degree Level

1.   **Rationale and need**. Describe the rationale for the new program(s), including an assessment of need.

2.   **Mission**. Describe how the mission statement has been developed, approved, and reviewed to accommodate the new program. Indicate whether there has been any change to the mission statement due to the initiation of new programs at a new degree level. Include a copy of the mission statement. (CR 2.4 and CS 3.1.1)

3.   **Educational program.** List and describe the new program(s), including the following:

   a. General institutional admissions requirements for the new program, any separate admission requirements for the new program(s), and consistency with mission. (CS 3.4.3)

   Policies and criteria used for evaluating, awarding, and accepting credit as described in CS 3.4.4

   b. Completion requirements for the new program, including the number of credits which must be earned in programs at the new degree level. Include in the description the number and distribution of general education credits to be completed, the number of credits to be earned in the major or area of concentration, the number of electives to be completed, and other requirements which students must meet in order to receive a degree. (CR 2.7.1, CR 2.7.2, CR 2.7.3, CS 3.5.2, CS 3.5.3, CS 3.6.3, CS 3.6.4)

   c. Curriculum and program oversight by the institution for the new program. (CS 3.4.10, CS 3.4.11, CS 3.6.1, CS 3.6.2, FR 4.2, FR 4.4)

   d. Mode of instructional delivery for the new program, if relevant

e. Means for evaluating student achievement for the new degree program, including a description of the expected outcomes in the new degree program, a description of the criteria used to determine how achievement of educational goals will be ascertained in the new degree programs, and a description of how the new programs will be evaluated and how the findings will be used to make any necessary changes in the program. (CS 3.3.1.1, CS 3.3.1.4, CS 3.5.1, FR 4.1)

f. If the institution does will not provide all the instruction for all course work required for the programs at the new degree level, address the requirements outlined in Commission policy "Core Requirement 2.7.4: Documenting an Alternative Approach."

4. **Faculty and Administrative Personnel.** List and describe faculty and administrative personnel for the new program(s), including the following:

a. Faculty resources needed for the new program(s). Include the institution's plans to use current faculty to teach the new courses and any plans for additional faculty credentials needed. Provide as an appendix a completed Faculty Roster Form regarding the qualifications of faculty teaching in the new degree program(s). (Please follow the instructions and number the pages.) (CS 3.7.1)

b. A list of full-time and part-time faculty teaching in the new degree program(s). (CR 2.8)

c. Faculty member(s) who have been assigned supervisory responsibility for majors within each new program, the major for which the faculty member is responsible, the credentials of the faculty member. (CS 3.4.11)

d. List of qualified administrative and academic officers with responsibility for the support and implementation of the new program(s) (CS 3.2.8)

5. **Educational Support.** List and describe educational support services for the new program(s), including the following:

a. Academic support services needed for the new programs(s) (CS 3.4.9)

b. Description of library/learning collections that have been acquired to support the new program(s) or copies of contracts with institutions that provide library services or access to collections (current collection and what is needed). Proof of sufficiency of collections, resources, and services. (CR 2.9)

c. Instructional equipment needed for the new degree program(s)

6. **Financial and Physical Resources**

a. A projected budget for the new programs (revenues and expenses) for the first three years of operation (CR 2.11.1 and CS 3.10.1)

b. A copy of the full audit and completed management letter from the most recent audited fiscal year (CR 2.11.1)

c. Description of the physical resources that will be used and needed by the new program(s) (CR 2.11.2)

Form Revised: May 2012, February 2013