

# COLLEGE of CHARLESTON

*Institutional Effectiveness and Strategic Planning*

## Steps for SACSCOC Notification Letter

**Date:**

**Re:** Letter of Notification

**Name of Institution:** College of Charleston

**Name of the change proposed:**

**Credential(s) involved:**

**Starting date:**

**If the change involves an off-campus site, name and physical address of the site:**

**If the change involves a new program, list closely related programs already approved for the institution:**

**Additional Comments:**

*Note: \*OIEP requires one week for review of Notification/Prospectus (banner, catalog, website, CHE)*