

COLLEGE of CHARLESTON

Institutional Effectiveness and Strategic Planning

Steps for SACSCOC Prospectus Reporting

Date:

Re: Prospectus

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, closely related programs already approved for the institution:

Additional Comments:

[Notification form to SACSCOC:](#)

[SACSCOC Prospectus form:](#)

[Faculty Roster Form:](#)

[Completed Assessment Plan template:](#) (top half and first two columns)

Budget (provided by Provost)

[Signature page:](#)

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

****New or substantively changed programs cannot enroll students until SACSCOC approval has been received. After a prospectus has been submitted to SACSCOC a program may be marketed as **pending SACSCOC approval.*****