

Assessment of Compliance with new *Principles of Accreditation* 2012

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Preface

Assessment of Compliance with new *Principles of Accreditation* 2012

The narratives and supporting evidence that demonstrate the University of North Alabama's compliance with each of the Core Requirements, Comprehensive Standards, and Federal Requirements outlined within the *Principles of Accreditation: Foundations for Quality Enhancement*, 2010 edition, are presented through [UNA's reaffirmation website](#), as well as in print format.

To address the eight standards for which the SACSCOC Off-Site Committee requested additional documentation (C.R. 2.11.2; C.S. 3.3.1.1; C.S. 3.3.1.2; C.S. 3.3.1.3; C.S. 3.3.1.4; C.S. 3.7.1; C.S. 3.13.1, and C.S. 3.13.2), as well as two new Federal Requirements (F.R. 4.8; F.R. 4.9), UNA submitted a **Focused Report** to SACSCOC and to the On-Site Review Committee on January 19, 2012. This report is available in print format, as well as on [UNA's reaffirmation website](#).

On February 1, 2012, the Commission on Colleges notified UNA of the requirement to respond to standards that were revised and/or added during the December 2011 annual conference (**SACS COC Letter, January 2012; Luthman E-mail, February 2012, *Principles of Accreditation* 2012**). As the University had already submitted its Focused Report in anticipation of the February 28–March 1, 2012, on-site review, these revised standards are addressed under a separate link "*Principles* 2012 Assessments" within UNA's reaffirmation website and in print format. The contents and links of this additional report are presented following the **outline provided by SACSCOC** to determine the standards requiring additional documentation.

For Parts 1 and 2, the University provides revised forms. In Part 3, for the new or substantively changed standards, the University provides an assessment of compliance to the principle and a narrative (i.e., C.S. 3.2.2.3, C.S. 3.2.9, C.S. 3.2.12, C.S. 3.2.13, C.S. 3.4.4, C.S. 3.6.3, C.S. 3.9.3, C.S. 3.13.1, C.S. 3.13.3, F.R. 4.1, F.R. 4.8, and F.R. 4.9). For the revised requirements and standards that have undergone minor changes for clarification purposes, the University provides an appropriate response (i.e., C.R. 2.8, C.R. 2.10, C.S. 3.2.2.1, C.S. 3.2.2.2, C.S. 3.2.8, C.S. 3.3.1, C.S. 3.4.7, C.S. 3.5.1, C.S. 3.5.2, C.S. 3.10.2, C.S. 3.13.2, C.S. 3.13.4, and C.S. 3.13.5). UNA has addressed C.S. 3.4 (distance education) throughout its compliance narratives.

Celia R. Reynolds

SACS Accreditation Liaison/UNA SACS Reaffirmation Director

Part 1. SIGNATURES ATTESTING TO COMPLIANCE

By signing below, we attest to the following:

1. That the **University of North Alabama** has conducted an honest assessment of compliance and has provided complete and accurate disclosure of timely information regarding compliance with the Core Requirements, Comprehensive Standards, and Federal Requirements of the Commission on Colleges.
2. That the **University of North Alabama** has attached a complete and accurate listing of all programs offered by the institution, the locations where they are offered, and the means by which they are offered as indicated on the updated "Institutional Summary Form Prepared for Commission Reviews," and that the comprehensive assessment of compliance reported on the Compliance Certification includes the review of all such programs.
3. That the **University of North Alabama** has provided a complete and accurate listing of all substantive changes that have been reported and approved by the Commission since the institution's last reaffirmation as well as the date of Commission approval.

Accreditation Liaison

Name of Accreditation Liaison Celia Reynolds

Signature Celia Reynolds

Date 2-20-2012

Chief Executive Officer

Name of Chief Executive Officer William G. Cale, Jr.

Signature William G. Cale, Jr.

Date 2-20-2012

Part 2. LIST OF SUBSTANTIVE CHANGES APPROVED SINCE THE LAST REAFFIRMATION

Note: With the passage of the revised 2010 federal regulations for accrediting agencies, institutions are expected to notify and seek approval of additional substantive changes that occur between decennial reviews. Please note the revised list below. (New required reporting/prior approval is underlined.)"

Directions: For each substantive change approved since the institution's initial accreditation or last reaffirmation review, briefly describe the change and provide the date of Commission approval. If no substantive changes requiring approval have been submitted since the last comprehensive review, write "none" in the first column. If, in the review of substantive change, the institution discovers substantive changes that have not been reported according to Commission policy, the changes should be reported immediately to Commission staff.

Substantive changes requiring approval:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25 percent or more of one or more of the accredited institution's programs

Access <http://www.sacscoc.org> and click onto "Policies" for additional information on reporting substantive change, including examples of the changes listed above.

Approval date	Description of Substantive Change
On March 26, 2003 , the SACS Commission on Colleges acknowledged notification. The University increased reliance on classroom teaching with distance learning technology used as a supplement within the China M.B.A. program.	Notification of change in instructional delivery for the University's China M.B.A. program. (March 11, 2003)
On February 20, 2006 , the SACS Commission on Colleges acknowledged notification of intent to offer M.S.N., including recognition that UNA contracts with Jacksonville State University (also a SACS COC-accredited institution) to deliver 12 of the credit hours. The SACS COC requested additional information (as follows).	Notification of the University's proposed online Master of Science in Nursing (M.S.N.) program. (January 24, 2006)
On March 24, 2006 , the SACS Commission on Colleges accepted information provided on nursing faculty qualifications and requested clarification regarding discipline-specific library resources and services.	Notification of faculty roster qualifications submitted as part of the online M.S.N. program and description of library resources to support the program. (March 7, 2006)
On May 23, 2006 , the SACS Commission on Colleges accepted the clarification and approved the University's online M.S.N. program and required no further information.	Clarification of the library's resources relating to online M.S.N. program. (April 11, 2006)
On January 10, 2007 , the SACS Commission on Colleges acknowledged notification of intent to offer undergraduate sociology degree online and required no further information.	Notification of the University's intent to offer the B.A. and B.S. degree in sociology through online instruction. UNA already offers these degrees in face-to-face instruction. (December 5, 2006)
On November 19, 2009 , the SACS Commission on Colleges acknowledged notification regarding online offerings in M.S.C.J program and required no further information.	Notification that the Master of Science in Criminal Justice program would soon reach or move beyond the 25% mark of offering curriculum online. (July 17, 2009)
On November 3, 2010 , the SACS Commission on Colleges acknowledged the University's notification that nine undergraduate programs and four graduate programs would soon reach or move beyond the 25% mark of offering curriculum online. (Note: The SACSCOC letter did not list the B.B.A. in Finance that had been included in UNA's letter of August 11, 2010. However, the October 10, 2011 SACSCOC letter listed below does include the undergraduate finance degree among programs reaching the 50% online thresholds.) The Commission required no additional information.	Notification that ten undergraduate programs and four graduate programs would soon reach or move beyond the 25% mark of offering curriculum online. (August 11, 2010)

<p>On September 16, 2011, the SACS Commission on Colleges requested dates at which the programs would reach the 25% or 50% threshold of online offerings.</p>	<p>Notification that four undergraduate programs would soon reach or move beyond the 25% mark of offering curriculum online. Also notified SACS COC that nine undergraduate programs and three graduate programs would soon reach or move beyond offering 50% of the curriculum online. (July 27, 2011)</p>
<p>On October 10, 2011, the SACS Commission on Colleges acknowledged the University's notification that four undergraduate programs had moved beyond the 25% mark of offering curriculum online and that nine undergraduate and three graduate programs had moved beyond the 50% mark of offering curriculum online. Because the institution was approved for electronic delivery of 50% or more of a program's credits via distance learning, the Commission accepted what turned out to be late notification for some of these programs. UNA was cautioned to notify SACSCOC prior to implementation of any substantive change; however, no additional information was required regarding the particular programs reported. This acknowledgement by SACSCOC included the B.B.A. in Finance, which had been inadvertently omitted from the SACSCOC response of November 3, 2010.</p>	<p>Notification sent of the dates when the specified undergraduate or graduate programs would reach or had reached the 25% or 50% threshold for online offerings. (September 27, 2011)</p>
<p>Awaiting approval by the SACS Commission on Colleges.</p>	<p>Notification of intent to offer Master of Professional Studies (MPS) degree. (December 12, 2011)</p> <p>Submission of substantive change prospectus related to the new Master of Professional Studies (MPS) degree planned for implementation in the 2012 fall semester. (January 30, 2012)</p>

To facilitate the consistent identification and reporting of planned substantive changes of all types the University has developed a **policy and procedures document** that charges the UNA Council of Academic Deans (COAD), under the supervision of the Vice President for Academic Affairs and Provost, with monitoring the development of changes that require acknowledgement or approval from SACSCOC.

Sources

SACS Correspondence March 26, 2003

SACS Correspondence February 20, 2006

SACS Correspondence March 24, 2006

SACS Correspondence May 23, 2006

SACS Correspondence January 10, 2007

SACS Correspondence November 19, 2009

SACS Correspondence November 3, 2010

SACS Correspondence September 16, 2011

SACS Correspondence October 10, 2011

SACS website

Substantive Change Policy and Procedures 2012

UNA Notification to SACS March 11, 2003

UNA Notification to SACS January 24, 2006

UNA Notification to SACS March 7, 2006

UNA Notification to SACS April 11, 2006

UNA Notification to SACS December 5, 2006

UNA Notification to SACS July 17, 2009

UNA Notification to SACS August 11, 2010

UNA Notification to SACS July 27, 2011

UNA Notification to SACS September 27, 2011

UNA Notification to SACS December 12, 2011

UNA Notification to SACS January 30, 2012

2.8

Faculty

The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs.

Upon application for candidacy, an applicant institution demonstrates that it meets the comprehensive standard for faculty qualifications.

Note: The revised core requirement on full-time faculty makes it clear that an institution is expected to disaggregate information by each of its academic programs rather than providing summative information. When documenting compliance with this standard, an institution should define its academic programs and take into consideration off-campus sites/branch campuses." (SACS COC Addendum, 2012)

University Response

The Report of the Reaffirmation Committee indicates that the University of North Alabama was in compliance with C.R. 2.8 and therefore no further action is required for this principle (Luthman E-mail, February 1, 2012).

Sources

C.R. 2.8

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

2.10

Student Support Services

The institution provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students.

Note: The revised core requirement clarifies that there is no expectation to evaluate the effectiveness of the student services area as part of this requirement. That evaluation is part of C.S. 3.3.1. The expectation is to ensure that the institution's student support services, programs, and activities are in line with its mission." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.R. 2.10** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

Sources

C.R. 2.10

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.2.2

Governance and Administration: Governing board control

The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure:

3.2.2.1 institution's mission

3.2.2.2 fiscal stability of the institution

3.2.2.3 institutional policy

"**Note:** The revised standard deletes 3.2.2.4 and abbreviates 3.2.2.3." (**SACS COC Addendum, 2012**)

3.2.2.1. institution's mission

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.2.2.1** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

3.2.2.2. fiscal stability of the institution

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.2.2.2** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

3.2.2.3. institutional policy

Judgment

Compliant

Narrative

The University of North Alabama Board of Trustees has the legal authority and operating control of the institution based on the **Code of Alabama, Section 16-51-6 (University Organizational Chart)**. As stated in the **Board of Trustees Bylaws, Article I, Section 4:**

The entire management and control over the activities, affairs, operations, business, and property of The University of North Alabama (hereinafter referred to as The "University") shall be completely and absolutely vested in The Board of Trustees for the University of North Alabama (hereinafter referred to as the "Board"); however, upon general or specific authorization or delegation made or provided for in the Bylaws, the Board may exercise its management and control by and through such officers, officials, committees and agents as it may deem fit and proper.

The **Board of Trustees Bylaws, Article I, Section 4**, outlines the controls and responsibilities delegated to the Board and University, respectively. In exercise of its management and control of the University, the Board recognizes that it must determine major university policy, review existing policy, define the mission, role, and scope of the University, and provide ultimate accountability to the public and political bodies of Alabama (**Board of Trustees Bylaws, Article I, Section 4**).

Sources

Board of Trustees Bylaws, Article I, Section 4

Code of Alabama, Section 16-51-6

C.S. 3.2.2

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

University Organizational Chart

3.2.8

Governance and Administration: Qualified administrative/academic officers

The institution has qualified administrative and academic officers with the experience and competence to lead the institution.

"**Note:** The revised standard eliminates the word 'capacity' because it is a characteristic that is difficult to evaluate." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.2.8** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

Sources

C.S. 3.2.8

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.2.9

Governance and Administration: Personnel appointment

The institution publishes policies regarding appointment, employment, and evaluation of all personnel.

Note: "The revised standard requires that the publication of policies for appointment, employment, and evaluation applies to all personnel."

Judgment

Compliant

Narrative

The *Report of the Reaffirmation Committee* indicates that the University of North Alabama was in compliance with C.S. 3.2.9 and the following narrative documents compliance with the revised standard.

The University of North Alabama defines and publishes policies regarding appointment, employment, and evaluation of all personnel. The University employment policies afford equal opportunities to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex in accordance with all applicable federal and State constitutions, laws, and valid regulations (*UNA Faculty Handbook, May 2011, Section 2.1*; *UNA Employee Policy Manual and Handbook, p. 26*). The University also adheres to a state statute concerning nepotism (*UNA Faculty Handbook, May 2011, Section 2.2*; *UNA Employee Policy Manual and Handbook, p. 45*).

The Office of Human Resources and Affirmative Action is responsible for adhering to the employment policies of the University (*UNA Employee Policy Manual and Handbook, p. 67*). Information concerning employment policies and procedures is made available through the *UNA Faculty Handbook, May 2011, Section 2* and *UNA Employee Policy Manual and Handbook, pp. 63-65*, which are posted on the Office of Human Resources and Affirmative Action website (PDF). University personnel are classified as faculty or staff.

Faculty Policies and Procedures

Three types of faculty appointments are made by the University: tenure-track, non-tenure-track, and adjunct. These appointments are defined in the **UNA Faculty Handbook, May 2011, Section 2.4**. To help ensure that the University employs qualified faculty, specific search guidelines for tenure-track and non-tenure-track faculty have been approved by the faculty and the university administration and are published in the **UNA Faculty Handbook, May 2011, Section 2.3**. The search process for new faculty is initiated when the Vice President for Academic Affairs and Provost, in consultation with the President of the University, approves the filling of a vacancy or the creation of a new position. Following approval, close coordination occurs among the college dean, the department chair, the search committee, the department faculty, and the Office of Human Resources and Affirmative Action to carry out the published search procedures for hiring new faculty. Although the advertisements for faculty positions are written by the search committee in consultation with all department members, the advertisement must be approved by the appropriate college dean, Vice President for Academic Affairs and Provost, and the President before being published. After consulting with the college dean and the Director of Diversity and Institutional Equity, the Vice President for Academic Affairs and Provost makes the final decision concerning where advertisements are published.

The Office of Human Resources and Affirmative Action advertises faculty positions, corresponds with applicants, and provides application materials to the search committee, department chair, college dean, Vice President for Academic Affairs and Provost, and Director of Diversity and Institutional Equity for their review. The evaluation of applications is carried out by the search committee. A list of finalists for on-campus interviews is then reviewed for approval by the department chair, appropriate college dean, Director of Diversity and Institutional Equity, and Vice President for Academic Affairs and Provost. On-campus interviews are arranged with departmental faculty, the college dean, Director of the Office of Human Resources and Affirmative Action, Vice President for Academic Affairs and Provost, and the President (**UNA Faculty Handbook, May**

2011, Section 2.3; UNA Employee Policy Manual and Handbook, pp. 63-65).

After interviews are held, the departmental search committee reviews evaluation materials from all parties and recommends candidate(s) to the department for the position. If the department faculty concurs with the search committee's selection, the department recommends a candidate for hiring to the dean. If the dean of the college, the Vice President for Academic Affairs and Provost, or the President disagrees with the departmental recommendation, reasons are provided and alternatives on how to proceed then rest with the President of the University. Offers of employment are made by the President.

The procedures for faculty employment are reviewed periodically by the Vice President for Academic Affairs and Provost, in consultation with the colleges and departments conducting searches, the President, and the Faculty Senate (**UNA Faculty Handbook, May 2011, Section 2.3**). A recent review resulted in proposed changes to the **Protocol for External Faculty/Staff Searches**. The changes were approved by the **Executive Council** and were recently published in the **UNA Employee Policy Manual and Handbook, pp. 49-50**.

The University recognizes the value of adjunct faculty, but it understands that it cannot develop and maintain a quality program using only adjunct faculty. Adjunct appointments are limited to less than a full-time teaching load and are normally one term in duration (**UNA Faculty Handbook, May 2011, Section 2.4.3**). Detailed policies concerning recruitment and selection, employment and supervision, performance expectations, and evaluations of adjunct faculty are in the **UNA Faculty Handbook, May 2011, Appendix 2.A**.

Policies concerning faculty evaluations are published in **UNA Faculty Handbook, May 2011, Section 3.13** and are described in detail in **C.S. 3.7.2**.

Staff Policies and Procedures

Staff employment policies are published in the [UNA Employee Policy Manual and Handbook](#) and the [UNA Staff Handbook, 2011](#). A written job description that outlines the major responsibilities for open staff positions is prepared for each position. The employment of staff is carried out by the Office of Human Resources and Affirmative Action and specific policies and procedures for recruitment and selection of staff employees may be obtained from that office ([UNA Employee Policy Manual and Handbook, pp. 63-65](#)). The procedures and policies for hiring staff are similar to those for hiring faculty and are carried out using an online employment system ([UNA Employee Policy Manual and Handbook, p. 63-65](#)). Recruiting and selection procedures include (1) requesting to fill a new or vacant position, (2) posting and advertising the position, (3) forming a search committee if applicable, (4) screening applicants, (5) reviewing and recommending candidates for an interview, and (6) recommending a candidate for hire ([UNA Employee Policy Manual and Handbook, pp. 63-65](#)).

Policies concerning staff performance evaluations are published in the [UNA Staff Handbook, 2011](#).

Sources

[C.S. 3.2.9, PDF](#)

[Office of Human Resources & Affirmative Action](#)

[Report of the Reaffirmation Committee](#)

[UNA Faculty Handbook, May 2011, Appendix 2.A](#)

[UNA Faculty Handbook, May 2011, Section 2](#)

[UNA Faculty Handbook, May 2011, Section 2.1](#)

[UNA Faculty Handbook, May 2011, Section 2.2](#)

[UNA Faculty Handbook, May 2011, Section 2.3](#)

[UNA Faculty Handbook, May 2011, Section 2.4](#)

[UNA Faculty Handbook, May 2011, Section 2.4.3](#)

[UNA Faculty Handbook, May 2011, Section 3.13](#)

UNA Employee Policy Manual and Handbook

UNA Staff Handbook, 2011

3.2.12

Governance and Administration: Fund-raising activities

The institution demonstrates that its chief executive officer controls the institution's fund-raising activities.

"**Note:** The revised standard makes it clear that the CEO is the person responsible for the control of fund-raising activities. The expectation of control of other types of 'entities' is addressed in CS 3.2.13." (**SACS COC Addendum, 2012**)

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.2.12**. The revised narrative below addresses the 2012 change in the wording of this standard.

The University of North Alabama's chief executive officer controls the institution's fund-raising activities. The division responsible for the University's fund-raising activities is the Office of University Advancement, headed by the **Vice President for University**

Advancement/Executive Director of the UNA Foundation(UNAF) (**Job Description of the Vice President for University Advancement/Executive Director of the UNA Foundation**).

The Vice President for University Advancement/Executive Director of the UNAF reports directly to the UNA President (**UNA Organization Chart**), placing definitive control of the institution's fund-raising under the President (**Board of Trustees Bylaws, Article 5, Section 2**). The two entities that conduct fund-raising for the university are the UNA Foundation and the UNA Alumni Association. The individuals employed by those offices are on the university payroll and the UNA President signs all employment contracts for those individuals.

The University of North Alabama and the UNAF, a non-profit 501(c)(3) organization incorporated in 1980 solely for the support of the University (**Foundation Articles of Incorporation**), have

entered into an **Affiliation Agreement** that outlines the relationship and responsibilities of the UNAF. The UNA President serves as the President of the UNAF (**Foundation Board of Directors**). The affiliation agreement between the University and the University Foundation establishes executive officer control over the activities engaged in by the Foundation and continues in full force and effect until terminated by written request of a two-thirds majority of the UNA Board of Trustees (**UNAF Affiliation Agreement, Article 9**). The Board of Trustees possesses the authority to collapse the Foundation at any time. The UNAF agrees that it will not make any changes in its Articles of Incorporation or its Bylaws without the consent of at least two-thirds majority of the UNA Board of Trustees (**UNAF Affiliation Agreement, Article 1**).

Assets managed by the UNAF are invested in strict accordance with approved investment guidelines (**Investment Policy**) and expenditures are made in stringent accord with approved expenditure policies (**Endowment Spending Policy**). The Foundation Board is responsible for setting policy and directing investment of the funds that reside within the Foundation. The Board is made up of 26 members, five of which are *ex-officio* members. The *ex-officio* members are the UNA President, the Chief Financial Officer, the Chief Advancement Officer, the Controller and a Professor of Finance. The UNA President serves as the President of the UNAF (**Foundation Board of Directors**), the Chief Financial Officer (Vice President for Fiscal and Business Affairs) serves as the Treasurer of the UNAF, and the Chief Advancement Officer (the Vice President for University Advancement/Executive Director of the UNAF) serves as the Secretary of the UNAF (**UNAF Bylaws, Article IV, Section 4(a)**). In addition, the UNA President presides at meetings of the Foundation Board of Directors and of the Foundation Executive Committee (**UNAF Bylaws, Article V, Sections 1-3**). There are four additional committees: the Audit Committee, the Investment Committee, the Membership/Nomination Committee, and the Major Donor Committee, as stated in **Article V, Sections 1-3 of the UNAF Bylaws** and the **Resolution Authorizing the Amendment to Create a Major Donor Committee**. The Treasurer of the UNAF keeps an account of all monies received and expended for the use of the Foundation. Funds may be drawn only upon

the signature of two of the three *ex officio* members who serve as directors (**UNAF Bylaws, Article IV, Section (c)**).

Although the UNA President has ultimate control over the University's fund-raising activities, his designated representative to coordinate such activities is the Vice President for University Advancement/Executive Director of the UNAF, who advises the President on a regular basis at Executive Council meetings on fund-raising strategies, plans and progress (**Executive Council Minutes**).

Sources

Board of Trustees Bylaws, Article 5, Section 2

C.S. 3.2.12

Endowment Spending Policy

Executive Council Minutes

Foundation Articles of Incorporation

Foundation Board of Directors

Investment Policy

Job Description of the Vice President for University Advancement/Executive Director of the UNA Foundation

Resolution Authorizing the Amendment to Create a Major Donor Committee

UNA Organization Chart

UNAF Affiliation Agreement, Article 9

UNAF Affiliation Agreement, Article 1

UNAF Bylaws, Article IV, Section 4(a)

UNAF Bylaws, Article IV, Section 4(c)

UNAF Bylaws, Article V, Sections 1-3

Vice President for University Advancement/Executive Director of the UNA Foundation

3.2.13

Governance and Administration: Institution-related entities

For any entity organized separately from the institution and formed primarily for the purpose of supporting the institution or its programs: (1) the legal authority and operating control of the institution is clearly defined with respect to that entity; (2) the relationship of that entity to the institution and the extent of any liability arising out of that relationship is clearly described in a formal, written manner; and (3) the institution demonstrates that (a) the chief executive officer controls any fund-raising activities of that entity or (b) the fund-raising activities of that entity are defined in a formal, written manner which assures that those activities further the mission of the institution.

"Note: The revised CS 3.2.13 replaces the original 3.2.13 and incorporates CS 3.2.2.4." (**SACS COC Addendum, 2012**)

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with both **C.S. 3.2.2.4** and **C.S. 3.2.13** and the following narrative documents compliance with the revised standard.

The University exercises oversight and control of all affiliated foundations and/or associations; i.e., the Sportsman's Club and the Alumni Association.

The UNA Sportsman's Club. The UNA Sportsman's Club is the only external funding organization for athletic support of the University's athletic program. It is a separate 501(c)(3) organization dedicated solely to support UNA athletics by providing scholarships and operational support (**Sportsman's Club Mission Statement**). The University has clearly outlined the authority and control of this external entity in the supporting documents: **Sportsman's Club Mission Statement**, **Sportsman's Club Bylaws**, **Sportsman's Club Memorandum of Agreement**, **Sportsman's Club Financial Statements**, and **Sportsman's Club Form 990**.

The UNA Sportsman's Club operates under its own Bylaws. According to **Sportsman's Club Bylaws Section II, Section B**, "the Club shall be supervised or controlled in connection with the University." The Club is directed by a Board of Directors which **meets monthly** as noted in **Sportsman's Club Bylaws IV (A)**. All soliciting and expending of funds raised by the Sportsman's Club is to be in accordance with NCAA and University rules (**Sportsman's Club Affiliation Agreement 1.1.3 and 1.1.4**). The UNA President, the UNA Athletic Director and the UNA Vice President for Student Affairs are *ex officio* non-voting members of the Sportsman's Club Board of Directors and Executive Committee (**Sportsman's Club Affiliation Agreement Section 3.2**). The Sportsman's Club agrees that the use of the UNA name must be consistent with the policies of the UNA graphics standards and will cease using the UNA name and symbols if the affiliation with UNA is dissolved, the UNA President or UNA Board of Trustees withdraws recognition of the Club, or if the Club ceases to be a not-for-profit corporation as described in section 501(c)(3) of the Internal Revenue Code (**Affiliation Agreement 2.1 and 2.3**).

An agreement executed in June of 2010 between the UNA Sportsman's Club and the UNA Foundation (UNAF) addresses the intention of the Sportsman's Club to use the services of the UNA Foundation to maximize its fiscal assets under the Foundation's financial management expertise (**Affiliation Agreement between Sportsman's Club and UNAF**). Because the funds are managed within the UNAF, the accounts are audited on an annual basis as part of the University's financial audit process (**UNA Foundation Audit**). Furthermore, expenditures of all funds from the Sportsman's Club follow UNA Foundation protocols and are therefore under the control of the UNA President. (See **C.S. 3.2.12** and **C.S. 3.10.3**)

The UNA Alumni Association. The UNA Alumni Association is committed to furthering the relationship between the University and its alumni to encourage future growth of the University. The **Memorandum of Agreement** between the University of North Alabama Foundation and the University of North Alabama National Alumni Association establishes the legal authority and

operating control of the institution over this association. The **Alumni Constitution** sets the overall structure and function of the organization. The UNA Foundation manages all funds for the Alumni Association; therefore, that audit is included in the year-end Foundation audit. The Executive Board of Directors meets monthly, and the alumni Board meets in its entirety twice a year. The Alumni Board is comprised of at-large members as well as the Presidents of 22 alumni chapters throughout the U.S. and China and Turkey. In the Spring of 2010, the name of the Association was changed from "UNA National Alumni Association" to "UNA Alumni Association" to reflect the growing international membership. For more information see the **UNA Alumni website, (PDF)** .

UNA Foundation. The UNA Foundation is the fundraising arm of the institution. The mission of the UNA Foundation is "to promote the welfare and future development of the University of North Alabama's institutional goals by raising and managing contributions from alumni, friends, corporations, private foundations, and other sources." The Office of University Advancement, headed by Dr. Alan Medders, Vice President for University Advancement, is responsible for daily oversight of fundraising activities. The Foundation Board is responsible for setting policy and directing investment of the funds that reside within the Foundation. The Foundation Board is made up of 26 members, including four administrators who are *ex officio* members. The University President, the Vice President of Business and Financial Affairs, the Vice President of University Advancement, and the University Controller serve as the *ex officio* members, demonstrating that the University has ultimate authority and governance over the Foundation Board (**UNA Foundation Bylaws, Article III, Section 2**). The Foundation Board has four committees: Audit Committee, Executive Committee, Investment Committee, and Membership/Nomination Committee (**UNA Foundation Bylaws, Article V**).

The Office of University Advancement was realigned in 2007 when Dr. Alan Medders, Vice President for University Advancement, was hired to oversee the department. Positions that were added to

the area include a director of major gifts, director of planned giving, director of corporate and foundation relations, director of grant programming and development, a university web master, and a coordinator of endowed scholarships. At this time, the Office of Publications and Office of Public Relations were combined to create the Office of University Communications. Each director is responsible for submitting annual reports, and all fundraisers attend a bi-monthly planning and strategy session to evaluate potential donors and cultivation tactics. In addition, the Vice President for University Advancement meets with the Advancement Committee of the Board of Trustees, provides updates at each UNA Board of Trustees meeting, and submits an annual report to the Board. For further information, visit the [UNA Office of University Advancement website, \(PDF\)](#).

Sources

[Affiliation Agreement between Sportsman's Club and UNAF](#)

[Alumni Association Memorandum of Agreement](#)

[C.S. 3.2.2.4](#)

[C.S. 3.2.12](#)

[C.S. 3.2.13](#)

[C.S. 3.10.3](#)

[Sportsman's Club Form 990](#)

[Sportsman's Club Affiliation Agreement 1.1.3 and 1.1.4](#)

[Sportsman's Club Affiliation Agreement 2.1 and 2.3](#)

[Sportsman's Club Affiliation Agreement Section 3.2](#)

[Sportsman Club Board Minutes](#)

[Sportsman's Club Bylaws Section II, Section B](#)

[Sportsman's Club Bylaws IV \(A\)](#)

[Sportsman's Club Bylaws](#)

[Sportsman's Club Financial Statements](#)

[Sportsman's Club Memorandum of Agreement](#)

[Sportsman's Club Mission Statement](#)

[UNA Alumni website, \(PDF\)](#)

[UNA Foundation Audit](#)

[UNA Foundation Bylaws, Article III, Section 2](#)

[UNA Foundation Bylaws, Article III, Section 3](#)

[UNA Foundation Bylaws, Article V](#)

[UNA Office of University Advancement website, \(PDF\)](#)

[Updated Alumni Constitution 2010](#)

3.3.1

Institutional Effectiveness

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

3.3.1.1 educational programs, to include student learning outcomes

3.3.1.2 administrative support services

3.3.1.3 academic and student support services

3.3.1.4 research within its mission, if appropriate

3.3.1.5 community/public service within its mission, if appropriate

"Note: The revised standard defines 'educational support services' as 'academic and student support services.' It also eliminates the modifier 'educational' from 3.3.1.4 and 3.3.1.5." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.3.1.5** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**). Additional documentation for C.S. 3.3.1.1, C.S. 3.3.1.2, C.S. 3.3.1.3 and C.S. 3.3.1.4 is provided in the University's **Focused Report** that addresses the changes identified above. The manner in which UNA has reported on institutional effectiveness in the areas of "educational support services" (the former C.S. 3.3.1.3) verify that this category encompasses "academic and student support services" (the revised C.S. 3.3.1.3).

Sources

C.S. 3.3.1.5

Focused Report

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.4.4

Educational Programs: All: Acceptance of academic credit

The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript. (Note: Refer to Commission policy "Collaborative Academic Arrangements: Policy and Procedures" as posted on the Web page at <http://www.sacscoc.org/policies.asp>.)

Note: The revision clarifies that the institution must have criteria for evaluating and awarding work or credit recorded on its transcript. It also adds 'credit by examination' to the list of credit-bearing activities." (**SACS COC Addendum, 2012**)

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.4.4**. The revised narrative below addresses the 2012 change in the wording of this standard.

Acceptance of Academic Credit (Undergraduate)

UNA policies govern acceptance of the following types of credit for undergraduate admission:

Transfer of Credit. University of North Alabama deans and departmental chairpersons determine how credits from other institutions will equate to courses offered at the University. Based on that information, a Records Supervisor employed in the Admissions Office, matches the course description and course level to the University of North Alabama equivalent courses. The transfer course is subject to review and revision with the approval of the student's advisor and with the additional approval of the department chairpersons and college deans under which the courses are taught at the University of North Alabama. Transfer credits from other accredited institutions are considered based on the student's previous academic record and proposed program of study at UNA. Students must be eligible for readmission to their previous

institution and may expect to receive equivalent semester hours of credit for college-level course work completed with a grade of "C" or higher at any college or university that is accredited by the regional accrediting association. Courses in which a grade of "D" has been earned will transfer only if the student's cumulative grade point average on transferable work from each institution is at least a 2.0. Grades earned at other institutions will not affect the student's grade point average at UNA (**UNA Undergraduate Catalog 2011-2012, pp. 30-31; Transfer Student Evaluation-Undergraduate**).

Transient Student. Students may enroll temporarily at another institution to take coursework for transfer of credit back to the University of North Alabama after securing advance approval from the dean of the college in which the course(s) is/are taught. The policies for transfer of courses taken while on transient status are the same as the transfer policies (**UNA Undergraduate Catalog 2011-2012, pp. 31-32:**

1. No student on academic probation, academic warning, or conditional admission at the University of North Alabama may be approved for transient work. Students may not receive transient approval for courses failed in residence at UNA.
2. Inasmuch as the residence requirements for graduation stipulate that the last work done for the degree must be done at the University of North Alabama unless the work remaining is six hours or less, transient approval should be requested on the final courses needed for graduation only if the credit to be earned is six hours or less.
3. A student enrolled at UNA may not enroll concurrently in courses at another institution unless extreme extenuating circumstances exist and only when the courses are not being offered at UNA. Special advanced approval is required.

4. Transcripts of transient work to be applied toward meeting graduation requirements must be received by the Office of the Registrar within the next semester after credit is earned, and at least four weeks prior to the date of graduation.

5. Credit for the course(s) will be accepted in partial fulfillment of degree requirements provided a grade of C or better is earned.

6. Students who enroll elsewhere without receiving advanced approval for transient credit will be considered as transfer students upon returning to UNA. They must file a readmission application and submit transcripts for evaluation. Transfer credit may not be approved (**UNA Undergraduate Catalog 2011-2012, pp. 31-32**).

Undergraduate Admission of International Students. International students are required to bring all official documents when they arrive at the University of North Alabama. The Office of International Student Services checks these documents to be sure all required documents have been submitted and if any other documents are needed. All documents are reviewed to determine if they are official or properly attested by the government or a school official. If the Office of International Student Services cannot determine if a document is official, they require a professional service such as the World Education Service (WES) or Educational Credential Evaluators (ECE) to verify the document. This service verifies if the student has graduated from a high school or a university and if so, at what level. The Office of International Student Services, along with two other employees at the University of North Alabama, reviews and verifies all international documents. As a general rule, an international partner school must be recognized by the Ministry of Education, the provincial government, or city government before those student transcripts can be reviewed and accepted by the University of North Alabama (**UNA Undergraduate Catalog 2011-2012, pp. 24-27**).

Credit from Nontraditional Sources

Advanced Placement Credit. High school students who take Advanced Placement courses and the accompanying **College Entrance Examination Board (CEEB) (PDF)** Advanced Placement Examinations may qualify for advanced placement and/or course credit on the basis of scores earned in the College Board's Advanced Placement Program (AP). The University may award credit to beginning freshmen who score 3, 4, or 5 on Advanced Placement Examinations. Students seeking advanced standing credit through AP examinations should have the Educational Testing Service forward official School and Examination reports directly to the Office of Admission prior to initial enrollment (**UNA Undergraduate Catalog 2011-2012, pp. 33-34**).

College Level Examination Program (CLEP). The CEEB-CLEP program advanced standing credit may be earned only through the Subject Examinations. No credit may be earned through the General Examinations. CLEP scores must be submitted to the Office of Admission on the official transcript form directly from the College Entrance Examinations Board. Acceptable minimum scores are subject to change according to norms established by CEEB. CLEP subject examinations may be taken for credit only with the written approval of the dean of the college in which enrolled (**UNA Undergraduate Catalog 2011-2012, pp. 34-36**).

Experiential Learning (Military Credit). The University is a member of the Service members Opportunity Colleges (SOC) and participates in the Concurrent Admissions Program (ConAP) of the Army, Army Reserve, and Army National Guard. Through membership in SOC and participation in ConAP the University promotes educational opportunities for active duty service members, reservists and veterans. The University of North Alabama provides programs and protections important to the needs of service members in four specific areas, (1) transfer of credit; (2) academic residency requirements; (3) crediting learning from military training and experience; and (4) crediting extra institutional learning. Armed Forces Service members, Reservists, and Veterans

should consult with the Office of Admission to determine the service credits they are eligible to receive ([UNA Undergraduate Catalog 2011-2012, pp. 32-33](#)).

American Council on the Teaching of Foreign Languages Oral Proficiency Interview Exam (ACTFL OPI Exam). The ACTFL OPI Exam, administered by Language Testing International and endorsed by the American Council on Education, allows students to receive academic credit for their demonstrated spoken language abilities in over 50 languages. OPI scores must be submitted to the Office of Admission on the official transcript form directly from the ACTFL Language Testing International Center ([UNA Undergraduate Catalog 2011-2012, pp. 35-36](#)).

Defense Activity for Nontraditional Education Support (DANTES) Program. Advanced standing credit may be earned through the Subject Examinations of the DANTES Program. DANTES examination scores must be submitted to the Office of Admission on an official transcript form sent directly from the Educational Testing Service (ETS). Acceptable minimum scores are subject to change according to normative revisions by ETS. DANTES examinations may be taken for credit only with the written approval of the dean of the college in which enrolled ([UNA Undergraduate Catalog 2011-2012, pp. 36-37](#)).

Correspondence. The University of North Alabama does not offer correspondence courses. Appropriate credit earned through correspondence from other accredited colleges or universities with a grade of "C" or higher will be accepted, subject to provisions listed in the University Catalog ([UNA Undergraduate Catalog 2011-2012, p. 37](#)).

Certified Professional Secretary (CPS). Anyone attaining the CPS rating will be granted nine semester hours of general business elective credit toward completion of any UNA degree upon

proper verification to the dean of the college in which enrolled (*UNA Undergraduate Catalog 2011-2012, p. 37-38*).

All credit accepted from non-traditional sources is considered as transfer credit for semester hours credit only. Grade-quality points are not given, and the student's grade point average on course work taken at this University is not affected thereby (*UNA Undergraduate Catalog 2011-2012, p. 38*).

Acceptance of Academic Credit (Graduate)

UNA policies govern acceptance of the following types of credit for graduate admission:

Transfer Admission. Students who are in good standing in graduate programs at other recognized graduate schools, and who satisfy basic admission requirements may be admitted as transfer students. Requests for transfer credit should be initiated by the student with the designated graduate advisor's approval. Acceptance of graduate credit by transfer is limited to six semester hours of "B" or higher grades in graduate work appropriate to the degree program at UNA. Acceptance of credit by transfer does not affect the quality point status required on work attempted at the University of North Alabama and does not reduce the minimum residence requirement of 24 semester hours, or 27 semester hours for College of Business graduate programs (*UNA Graduate Catalog 2011-2012, p. 25*). Minimum transfer hours for all graduate programs may be viewed in **C.S 3.6.3**.

Graduate Admission of International Students. The University of North Alabama welcomes motivated and qualified international students to pursue graduate studies offered at the four colleges of UNA: College of Arts and Sciences, College of Business, College of Education, and College of Nursing and Allied Health. Evaluation of transcripts is done by the Dean and/or

Departmental Chairperson as appropriate and to identify any pre-requisite requirements to be completed prior to admission to graduate school. International students are required to bring all official documents when they arrive at the University of North Alabama. The Office of International Affairs checks these documents to be sure all required documents have been submitted and if any other documents are needed. All documents are reviewed to determine if they are official or properly attested by the government or a school official. If the Office of International Affairs cannot determine if a document is official, they require a professional service such as the World Education Service to verify the document. The Office of International Affairs reviews and verifies all international documents. As a general rule, an international partner school must be recognized by the Ministry of Education, the provincial government, or city government before those student transcripts can be reviewed and accepted by the University of North Alabama (*UNA Graduate Catalog 2011-2012, pp. 26-29*).

By following these policies the University ensures that credit awarded for transfer, experiential learning, credit by examination, Advanced Placement and professional certificates is consistent with its mission. The evaluation process ensures that any such credit is at the collegiate level and comparable to UNA's own degree programs. In accordance with the SACS COC policy on collaborative academic arrangements, the University assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

Sources

College Entrance Examination Board

College Entrance Examination Board PDF

<http://www.sacscoc.org/policies.asp>

Report of the Reaffirmation Committee

UNA Graduate Catalog, 2011-2012, p. 25

UNA Graduate Catalog, 2011-2012, pp. 26-29

[UNA Graduate Catalog, 2011-2012](#)

[UNA Mission Statement](#)

[UNA Mission Statement PDF](#)

[UNA Undergraduate Catalog, 2011-2011](#)

[UNA Undergraduate Catalog, 2011-2012, p. 18](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 24-27](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 30-31](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 31-32](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 32-33](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 34-36](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 35-36](#)

[UNA Undergraduate Catalog, 2011-2012, pp. 36-37](#)

[UNA Undergraduate Catalog, 2011-2012, p. 37](#)

[UNA Undergraduate Catalog, 2011-2012, p. 38](#)

3.4.7

Educational Programs: All: Consortial relationships/contractual agreements

The institution ensures the quality of educational programs and courses offered through consortial relationships or contractual agreements, ensures ongoing compliance with the Principles, and periodically evaluates the consortial relationship and/or agreement against the purpose of the institution.

Note: The revision clarifies that, when entering into a consortial relationship/contractual agreements, the Commission expects ongoing compliance with all the Principles and requires a periodic evaluation of the agreement." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.4.7** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

Sources

C.S. 3.4.7

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.5.1

Educational Programs: Undergraduate: College-level competencies

The institution identifies college-level general education competencies and the extent to which students have attained them.

"Note: The revision changes 'graduates' to 'students' so that it is clear that the institution can be more flexible about when a student can be assessed for general education competencies." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.5.1** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

Sources

C.S. 3.5.1

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.5.2

Educational Programs: Undergraduate: Institutional credits for a degree

At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. (See Commission policy "Collaborative Academic Arrangements.")

"**Note:** The revision makes it clear that at least 25 percent of credit hours for a degree must be earned at the institution offering the degree, regardless of the institution's participation in a consortial arrangement or contractual agreement." (**SACS COC Addendum, 2012**)

University Response

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.5.2** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**).

Sources

C.S. 3.5.2

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.6.3

Educational Programs: Graduate/Post-Baccalaureate: Institutional credits for a degree

At least one-third of credits toward a graduate or a post-baccalaureate professional degree are earned through instruction offered by the institution awarding the degree. (Note: Refer to Commission policy "Collaborative Academic Arrangements: Policy and Procedures" as posted on the Web page at <http://www.sacscoc.org/policies.asp>.)

"**Note:** The revision changes the amount of credits from a 'majority' to at least one-third." (**SACS COC Addendum, 2012**)

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.6.3** but the following information is provided to address the requirement that at least one-third of credits toward a graduate degree are earned at the University.

Table 3.6.3a. Minimum Semester Hours Credit Required for Each Degree Program

College	Program	Semester Hour Degree Requirements	% Semester Hours Required at UNA
Arts and Sciences	<u>MA in English</u>	36	67%
Arts and Sciences	<u>MA in History</u>	33	64%
Arts and Sciences	<u>MS in Criminal Justice</u>	36	83%
Arts and Sciences	<u>MS in Geospatial Science</u>	33	82%
Business	<u>MBA</u>	33	82%

Education	<u>Education Specialist</u>	33	82%
Education	<u>MA in Community Counseling</u>	48	88%
Education	<u>MA in Health Promotion and Human Performance</u>	33	82%
Education	<u>MA Ed - Alternative Class A</u>	48	88%
Education	<u>MA Ed – Elementary Education K-6</u>	36	84%
Education	<u>MA Ed – Instructional Leadership P-12</u>	36	84%
Education	<u>MA Ed – School Counseling P-12</u>	48	88%
Education	<u>MA Ed – Secondary Education 6-12</u>	33	82%
Education	<u>MA Ed – Multiple Level P-12</u>	33	82%
Education	<u>MA Ed – Special Education</u>	45	87%
Nursing and Allied Health	<u>MS in Nursing</u>	42	86%

Sources

C.S. 3.6.3

<http://www.sacscoc.org/policies.asp>

[Education Specialist](#)

[MA Ed - Alternative Class A](#)

[MA Ed – Elementary Education K-6](#)

[MA Ed – Instructional Leadership P-12](#)

[MA Ed – Multiple Level P-12](#)

MA Ed – School Counseling P-12

MA Ed – Secondary Education 6-12

MA Ed – Special Education

MA in Community Counseling

MA in English

MA in Health Promotion and Human Performance

MA in History

MBA

MS in Criminal Justice

MS in Geospatial Science

MS in Nursing

Report of the Reaffirmation Committee

SACS COC Addendum

3.9.3

Student Affairs and Services: Qualified staff

The institution provides a sufficient number of qualified staff—with appropriate education or experience in the student affairs area—to accomplish the mission of the institution.

"**Note:** The revised standard addresses the qualifications and numbers of student affairs/services personnel and their ability to accomplish the mission of the institution. It makes it clear that the effectiveness of the student affairs programs is not part of this standard; rather, it is part of CS 3.3.1.3." (SACS COC Addendum, 2012)

Judgment

Compliant

Narrative

The Report of the Reaffirmation Committee indicates that the University of North Alabama was in compliance with C.S. 3.9.3. However, the revised *Principles* addresses the qualifications and numbers of student affairs/services personnel and their ability to accomplish the mission of the institution. Specific qualifications and number of student affairs/services personnel have been identified in UNA's Compliance narrative for C.S. 3.9.3. The University's student services program encompasses a total of 67 employees in the Division of Student Affairs and 25 employees in the area of Enrollment Services within the Division of Academic Affairs. Credentials of all exempt employees in this area are included in the original response.

Sources

C.S. 3.9.3

Report of the Reaffirmation Committee

SACS COC Addendum

3.10.2

Financial Resources: Submission of financial statements

The institution provides financial profile information on an annual basis and other measures of financial health as requested by the Commission. All information is presented accurately and appropriately and represents the total operation of the institution.

"**Note:** The previous 3.10.2 has been deleted. Institutions do not have to address it in their compliance certifications. The three standards that follow have been renumbered in sequential order." (SACS COC Addendum, 2012)

University Response

The Report of the Reaffirmation Committee indicates that the University of North Alabama was in compliance with C.S. 3.10.2 and therefore no further action is required for this principle.

(Luthman E-mail, February 1, 2012)

Sources

C.S. 3.10.2

Luthman E-mail, February 1, 2012

Report of the Reaffirmation Committee

SACS COC Addendum

3.13.1

Policy Compliance

The institution complies with the policies of the Commission on Colleges.

Note: Institutions are responsible for reviewing the following Commission policies and providing evidence of compliance with those that are applicable. Policies can be accessed at <http://www.sacscoc.org/policies>. " (**SACS COC Addendum, 2012**)

In the narrative arguments presented below, the University followed the numbering format of the **SACS COC Principles of Accreditation, 2012** and the **SACS COC Compliance Certification, March 2011**. The five policies that are applicable to the University are each listed, but also included in parentheses are the numbers that were used to denote the policies in the **SACS COC Addendum, 2012** and in University's **Compliance Certification**.

1. (3.13.1 of SACS COC Addendum, 2012) "Accrediting Decisions of Other Agencies"

Any institution seeking or holding accreditation from more than one U.S. Department of Education recognized accrediting body must describe itself in identical terms to each recognized accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies, and must keep each institutional accrediting body apprised of any change in its status with one or another accrediting body.

The institution should (1) list federally recognized agencies that currently accredit the institution or any of its programs, (2) provide the date of the most recent review by each agency and indicate if negative action was taken by the agency and the reason for such action, (3) provide copies of statements used to describe itself for each of the accrediting bodies, (4) indicate any agency that has terminated accreditation, the date, and the reason for termination, and (5) indicate the date and reason for the institution voluntarily withdrawing accreditation with any of the agencies.

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** deemed the University of North Alabama to be non-compliant with **C.S. 3.13.1**. The University has addressed this standard further within its **Focused Report** submitted in January 2012. To address the February 2012 clarification in documentation expected for this standard the University provides the additional information below.

Accrediting Decisions of Other Agencies. Below is a list of all agencies that currently (as of February 2012) accredit the institution or any of its programs, the date of the last review for each, the date of the next review, and an indication regarding any negative actions occurring in the previous two years. The chart is divided into the following sections: institution-wide accreditation (SACSCOC), discipline-specific accreditation granted by agencies officially recognized by the U.S. Department of Education (CCNE, CEA, NASAD, NASM, and NCATE), and accrediting bodies not currently recognized by the Education Department (ACBSP, ASAC and CAC of ABET, CACREP, CSWE, and NKBA). Also listed is the American Chemical Society (ACS) that approves UNA's BS in Professional Chemistry.

Table 3.13.1a. List of all agencies that currently (as of February 2012) accredit the institution or any of its programs.

Accrediting Body	Date of Last Review/Accreditation/Reaffirmation	Academic Year for Next Review	Sanctions/Negative Actions in Previous Two Years
<i>Institutional Accreditation</i>			
SACS COC - Commission on Colleges of the Southern Association of Colleges and Schools	2002	2011-2012	None
<i>Discipline-Specific Accreditation Accrediting Agencies Currently Recognized by the U.S. Department of Education</i>			
CCNE - Commission on Collegiate Nursing Education Baccalaureate Program	2010	2020-2021	None
Master's Program	2008	2012-2013	None
CEA - Commission on English Language Program Accreditation* (UNA's ESL Program)	2007	2011-2012*	None
NASAD - National Association of Schools of Art and Design (UNA's BA/BS in Art, BFA in Art, BS in Art Education; Interior Design)	2006	2016-2017	None
NASM - National Association of Schools of Music (UNA's BA/BS in Music [Teacher Certification])	2002	2011-2012**	None
NCATE - National Council for Accreditation of Teacher Education (UNA's Undergraduate and Graduate Programs in Teacher Education)	2008	2013-2014	None

Discipline-Specific Accreditation Accrediting Agencies Not Currently Recognized by the U.S. Department of Education			
ACBSP - Accreditation Council for Business Schools and Programs (<i>UNA's MBA, Executive MBA, BS/BBA in Accounting, Administrative Office Services, Computer Information Systems, Economics, Finance, Management, Marketing</i>)	2002	2011-2012***	None
ASAC - Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) (<i>UNA's BA/BS in Industrial Hygiene</i>)	2009	2014-2015	None
CAC - Computing Accreditation Commission of Accreditation Board for Engineering and Technology (ABET) (<i>UNA's BBA in Computer Information Systems</i>)	2006	2013-2014	None
CACREP - Council for Accreditation of Counseling and Related Educational Programs (<i>UNA's MA in Community Counseling, MAEd in School Counseling</i>)	2009	2017-2018	None
CSWE - Council on Social Work Education (<i>UNA's BSW in Social Work</i>)	2011	2018-2019	None
NKBA - National Kitchen and Bath Association (<i>UNA's BS in Interior Design</i>)	2011	2015-2016	****
Program Certification			
ACS - American Chemical Society (<i>UNA's BS in Professional Chemistry</i>)	2011	2014-2015 (Periodic Report due)	None

* UNA's ESL program was slated for review for reaffirmation by the Commission on English Language Program Accreditation during the 2011-2012 academic year. However, the University has voluntarily withdrawn from CEA accreditation while it conducts an internal review of the existing program.

** UNA's music program has its on-campus review for reaffirmation of NASM accreditation scheduled for March 4-6, 2012.

*** UNA's College of Business is currently compiling its self-study document for ACBSP review in 2012.

**** The National Kitchen and Bath Association conducted an accreditation evaluation of UNA's Interior Design program in 2010 and designated probationary status for the program. A re-evaluation visit was conducted in December 2011. The NKBA granted the program accreditation retroactive to September 2010, but is requiring an interim report to be submitted in 2013.

No accrediting agency has ever terminated the University of North Alabama's accreditation. The University voluntarily withdrew from accreditation by the Commission on English Language Accreditation (CEA) during 2011. The University is choosing to conduct a thorough review of its existing English as a Second Language (ESL) program to determine its future direction before pursuing renewed accreditation through CEA.

2. (3.13.2 of SACS COC Addendum) "Collaborative Academic Arrangements: Policy and Procedures"

Member institutions are responsible for notifying and providing SACSCOC with signed final copies of agreements governing their collaborative academic arrangements (as defined in this policy). These arrangements must address the requirements set forth in the collaborative academic arrangements policy and procedures. For all such arrangements, SACSCOC-accredited institutions assume responsibility for (1) the integrity of the collaborative academic arrangements, (2) the quality of credits recorded on their transcripts, and (3) compliance with accreditation requirements.

The institution should provide evidence that it has reported to the Commission all collaborative academic arrangements (as defined in this policy) that included signed final copies of the agreements. In addition, the institution should integrate into the Compliance Certification a discussion and determination of compliance with all standards applicable to the provisions of the agreements.

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** deemed the University of North Alabama to be non-compliant with **C.S. 3.13.2**. The University has addressed this policy further within its **Focused Report** submitted in January 2012.

3. (3.13.3 of SACS COC Addendum) "Complaint Procedures Against the Commission or Its Accredited Institutions"

Each institution is required to have in place student complaint policies and procedures that are reasonable, fairly administered, and well-publicized. (See F.R. 4.5). The Commission also requires,

in accord with federal regulations, that each institution maintains a record of complaints received by the institution. This record is made available to the Commission upon request. This record will be reviewed and evaluated by the Commission as part of the institution's decennial evaluation.

When addressing Federal Requirement 4.5, the institution should provide a copy of its student complaint policy or policies and, for each policy, an example of how the institution follows it through resolution of the complaint. (An institution may have several policies adapted to student services, academics, etc.)

When addressing this policy statement, the institution should provide information to the Commission describing how the institution maintains its record and also include the following: (1) individuals/offices responsible for the maintenance of the record(s), (2) elements of a complaint review that are included in the record, and (3) where the record(s) is located (centralized or decentralized). The record itself will be reviewed during the on-site evaluation of the institution.

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.13.3** and **F.R. 4.5** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**). However, the University offers the following clarification regarding student complaints.

The University seeks to resolve student complaints within the office that is most relevant to the complaint (e.g., the individual faculty member's office for grade appeals). However, as documented in UNA's Compliance Certification narratives for **C.S. 3.13.3** and **F.R. 4.5**, policies and procedures are in place to handle written student complaints that require a more formal review. The type of complaint determines where the review is handled. For example, non-academic complaints are handled by the Office of Judicial Affairs and Student Affairs Assessment. (Links to redacted examples of student complaints and records of resolution are included within the original compliance narratives for **C.S. 3.13.3** and **F.R. 4.5**.)

The specific format of records retained varies according to the complaint type or area in which the complaint was filed. For example, the University Ombudsman provides one avenue for addressing

student grievances and complaints. This office uses a **standardized template** to record the filing and resolution of complaints. Copies of written records for all areas responsible for student complaints can be provided to the Commission on Colleges upon request.

4. (3.13.4 of SACS COC Addendum) "Reaffirmation of Accreditation and Subsequent Reports"

a. An institution includes a review of its distance learning programs in the Compliance Certification.

In order to be in compliance with this policy, the institution must have incorporated an assessment of its compliance with standards that apply to its distance and correspondence education programs and courses.

Judgment

Compliant

Narrative

The **Report of the Reaffirmation Committee** indicates that the University of North Alabama was in compliance with **C.S. 3.13.4** and therefore no further action is required for this principle (**Luthman E-mail, February 1, 2012**). However, additional information related to the University's distance learning programs is presented in **F.R. 4.8** in the University's **Focused Report**.

b. If an institution is part of a system or corporate structure, a description of the system operation (or corporate structure) is submitted as part of the Compliance Certification for the decennial review. The description should be designed to help members of the peer review committees understand the mission, governance, and operating procedures of the system and the individual institution's role within that system.

The institution should provide a description of the system operation and structure or the corporate structure if this applies.

University Response

Not applicable.

5. (3.13.5 of SACS COC Addendum, 2012) "Separate Accreditation for Units of a Member Institution"

a. All branch campuses related to the parent campus through corporate or administrative control (1) include the name of the parent campus and make it clear that its accreditation is dependent on the continued accreditation of the parent campus and (2) are evaluated during reviews for institutions seeking candidacy, initial membership, or reaffirmation of accreditation. All other extended units under the accreditation of the parent campus are also evaluated during such reviews.

For institutions with branch campuses: (1) The name of each branch campus must include the name of the parent campus—the SACSCOC accredited entity. The institution should provide evidence of this for each of its branch campuses. (2) The institution should incorporate the review of its branch campuses into its comprehensive self-assessment and its determination of compliance with the standards, and indicate the procedure for doing so.

University Response

Not applicable.

b. If the Commission on Colleges determines that an extended unit is autonomous to the extent that the control over that unit by the parent or its board is significantly impaired, the Commission may direct that the extended unit seek to become a separately accredited institution. A unit which seeks separate accreditation should bear a different name from that of the parent. A unit which is located in a state or country outside the geographic jurisdiction of the Southern Association of Colleges and Schools and which the Commission determines should be separately accredited or the institution requests to be separately accredited, applies for separate accreditation from the regional accrediting association that accredits colleges in that state or country.

If, during its review of the institution, the Commission determines that an extended unit is sufficiently autonomous to the extent that the parent campus has little or no control, the Commission will use this policy to recommend separate accreditation of the extended unit. No response required by the institution.

University Response

Not applicable.

Sources

C.S. 3.13.1

C.S. 3.13.2

C.S. 3.13.3

Focused Report

F.R. 4.5

F.R. 4.8

<http://www.sacscoc.org/policies>

Luthman E-mail, February 1, 2012

Ombudsman standardized template

Report of the Reaffirmation Committee

SACS COC Addendum, 2012

SACS COC Compliance Certification, March 2011

SACS COC Principles of Accreditation, 2012

4.1

Student achievement

The institution evaluates success with respect to student achievement consistent with its mission. Criteria may include enrollment data; retention, graduation, course completion, and job placement rates; state licensing examinations; student portfolios; or other means of demonstrating achievement of goals.

Note: In accord with federal regulations, it is expected that the institution will provide the Commission with the criteria it used to determine the acceptability of intended achievement goals." (*SACS COC Addendum, 2012*)

Judgment

Compliance

Narrative

The *Report of the Reaffirmation Committee* indicates that the University of North Alabama was in compliance with **F.R. 4.1**. However, the revised *Principles* require institutions to specify the **criteria** used to determine the acceptability of an institution's intended achievement goals. Specific criteria addressing the acceptability of intended achievement goals have been identified in UNA's Compliance narrative for **F.R. 4.1**. Included are criteria used to assess graduation and retention rates, as well as acceptable scores for degree-specific assessment measures. For example, the standard used by the University for evaluating graduation and retention rates is based on acceptable rates determined by the Consortium for Student Retention Data Exchange for institutions according to selectivity status.

Sources

F.R. 4.1

Report of the Reaffirmation Committee

SACS COC Addendum, 2012

4.8

Distance and Correspondence Education

An institution that offers distance or correspondence education

- 4.8.1** demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.
- 4.8.2** has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.
- 4.8.3** has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

Comment: The addition of the new standard addresses the U.S. Department of Education's expectation that recognized accrediting commissions need to require their accredited institutions to authenticate that students registering in distance or correspondence education are the same students participating in class or coursework and receiving credit. In accord with DOE policy, the standards also require a procedure protecting the privacy of students enrolled in such programs and also expect an institution to have procedures for notifying students of any additional student charges associated with the verification of student identity.

Judgment

Compliant

Narrative

The [Report of the Reaffirmation Committee](#) indicates that the University of North Alabama was in compliance with [C.S 3.13.4](#) (i.e., policy concerning "Distance and Correspondence Education"), and therefore no further action is required for this principle ([Luthman E-mail, February 1, 2012](#)). C.S. 3.13.4 evolved into F.R. 4.8, which the University has addressed further in its [Focused Report](#), submitted in January 2012. Compliance with each of the subdivisions of Federal Requirement 4.8 is also discussed below.

- 4.8.1** An institution that offers distance or correspondence education demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

Distance learning students enrolled at the University of North Alabama are identified with a unique user name and password giving the students access to their course homepage, as well as their campus e-mail, billing, registration, grade reports, and other services (see **C.S. 3.13.4**). The unique name/password assures that the student who participates in the course work is the same student who registered for the course. All students (both traditional and distance learning) are issued their user name and password at the time of admission to the University, and there is no additional charge for this service.

Information clarifying the use of students' user names/passwords (within UNAPortal) is available in a variety of places, including the University's **website (PDF)**, the **Schedule of Classes** and, specifically for Distance Learning Students, on the **Distance Learning website (PDF)** and in the **University of North Alabama Distance Learning Policies and Procedures Manual**, excerpted below.

1.9 IDENTIFICATION OF STUDENTS The student who registers for an online course must be the same individual who completes the coursework and receives the course credit; this is verified through the use of a secure login and password. Each university student is issued a unique user name (created by the UNA Portal system) which also provides authenticated access to other systems (Banner, ANGEL, etc.). A secure login and password is required to access the student's account, including the course homepage.

Most online classes have online testing, which uses the same identification system (unique user name/password), but a few classes require proctored exams. A secondary method of identification is used in the event a student takes a proctored exam; in that case two photo IDs must be presented

before the student can take an exam. The complete **testing center rules** are published online and are easily accessible to students.

Students may arrange to use the testing services of the Office of Distance Learning to take proctored exams on campus, but for those students who are truly distant and unable to come to the University, it is necessary to arrange for an off-campus proctor. The Distance Learning Office works with students to find a qualified proctor and sends the appropriate materials (including information on administering the exam) to the distant site (see **Instructions for Using Proctors** and **Coats E-mail Regarding Proctors**). Information on using an off-campus proctor is available to students on the **UNA Distance Learning site (PDF)**.

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- 4.8.2** An institution that offers distance or correspondence education has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

As stated in **C.S. 3.13.4**, the University is committed to protecting student privacy in accordance with the Family Education Rights and Privacy Act (FERPA). Any student who presents appropriate photo identification may examine his or her official academic record in the Registrar's Office. Students are advised through various print and online publications that certain information (name, address, telephone, major, etc.) is considered part of the public record of their attendance at the university, but that this information may be withheld if the student files a request in the Office of the Registrar. These processes are described for students in the **UNA Student Handbook & Planner, 2011-2012, p. 25**, the **UNA Undergraduate Catalog, 2011-2012, p. 17**, and the **UNA Graduate Catalog, 2011-2012, pp. 15-16**.

Additional details covering student records, confidentiality, and the protection of student privacy are offered in the narrative for **C.S. 3.9.2**, and include descriptions of the special security measures

taken to safeguard student records. There are at minimum three levels of security protection: at the origination level (typically the Registrar's Office), at the computing level (a firewall is used to separate student records from other records in the Banner software program), and at the physical level (each authorized user has a unique password). Appropriate campus units such as Student Affairs have their own protocols for handling sensitive student records. (**Student Affairs Records Retention and Disposal Chart**)

- 4.8.3** An institution that offers distance or correspondence education has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

The University does not have any current or projected additional student charges associated with verification of student identity.

Sources

[Coats E-mail Regarding Proctors](#)

[C.S. 3.9.2](#)

[C.S. 3.13.4](#)

[Focused Report](#)

[Instructions for Using Proctors](#)

[Luthman E-mail, February 1, 2012](#)

[Student Affairs Records Retention and Disposal Chart](#)

[UNA - Frequently Asked Questions - UNAPortal and Password](#)

[UNA - Frequently Asked Questions - UNAPortal and Password PDF](#)

[UNA Class Schedule - Fall 2011](#)

[UNA Class Schedule - Fall 2011 PDF](#)

[UNA Class Schedule - Fall 2011, p. 17 PDF](#)

[UNA Distance Learning - Frequently Asked Questions](#)

[UNA Distance Learning - Frequently Asked Questions PDF](#)

[UNA Distance Learning Policies and Procedures Manual, p. 6 PDF](#)

[UNA Distance Learning Proctor Information](#)

[UNA Distance Learning Proctor Information PDF](#)

[UNA Distance Learning Testing Center Rules PDF](#)

[UNA Graduate Catalog, 2011-2012, pp. 15-16](#)

[UNA Student Handbook and Planner, 2011-2012, p. 25](#)

[UNA Undergraduate Catalog, 2011-2012, p. 17](#)

4.9

Definition of Credit Hours

The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (Definition of credit hours) (See Commission policy "Credit Hours.")

Comment: The addition of the new standard addresses the U.S. Department of Education's expectation that recognized accrediting commissions require an institution to have a policy that outlines how an institution defines and awards credit hours for courses and programs.

Judgment

Compliant

Narrative

The University addressed Federal Requirement 4.9 in its **Focused Report**. Compliance with this standard is also discussed below.

UNA's Council of Academic Deans has reviewed the following policy and reaffirms the process for awarding academic credit at the University (**December 7, 2011 COAD minutes**). This process is consistent with commonly accepted practice in higher education.

Determination of Credit

Credit is awarded in semester hour units based on semesters of 15 weeks and contact hours of 50 minutes. The following guidelines—as well as requirements of accreditors and government agencies, when appropriate—are used in determining the appropriate amount of credit to be awarded.

Lecture and seminar classes: One semester hour credit is based on a minimum of one hour of instructional engagement per week for a semester.

Laboratory, clinical placement, and studio experiences: One semester hour credit is based on a minimum of two to three hours of laboratory, clinical placement, or studio engagement weekly over the course of a semester, considering, also, the amount of student work required outside the laboratory, clinical placement, or studio.

Individual, online, and blended learning classes: A minimum of one hour of instructional engagement, on average, is expected each week through the semester for each semester hour credit.

Credit by Examination: Credit may be awarded for performance on national and international examinations—for example CLEP, DANTES, AP, and IB—in accordance with generally accepted standards.

For academic terms shorter than 15 weeks, instructional engagement will be adjusted proportionately for the number of weeks of the term, but must equal at least the minimum credit hour expectations stated above.

Assignment of Course Credit

Determination of specific course credit adheres to the policy outlined above. This information is incorporated into any course, curricular, and/or program change that is proposed. These changes must follow the curriculum change and/or approval process referenced in [C.S. 3.4.1, PDF](#).

Sources

[C.S. 3.4.1, PDF](#)

[Focused Report](#)

[December 7, 2011 COAD minutes](#)