**JOINT DEGREE with a NON-USDE-ACCREDITED INSTITUTION**

**PRIOR NOTIFICATION FORM**

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| **Institution:** | **Institution:** |
| **College/Division:** | **College/Division:** |
| **Department:** | **Department:** |
| **Degree Name (Single Program Completion):** | |
| **CIP Code:** | |
| Include a copy of all required documentation for joint educational programs as indicated by the Southern Association of Colleges and Schools, Commission on Colleges, Policy on Academic Arrangements (<http://www.sacscoc.org/pdf/Collaborative%20Arrangements%20final.pdf>).  The following documents are required by SACS and include:  1) A notification letter that includes a statement of intent, the anticipated beginning date, a description of the proposed collaborative agreement, the address/location of the collaborative activity, and complete contact information for the lead person at each participating institution.  2) A copy of the final signed agreement.  3) Description of a) any external governmental or accrediting agency approval of the institution(s) or program(s) involved in the collaboration, not to include that of the SACS Commission on Colleges, b) the process of quality assurance used by the agency granting this approval, and c) any required legal or licensing approvals.  4) Documentation that the courses or programs of the non-SACS-COC partner institution(s) are consistent with the educational purpose and goals of the SACS-COC accredited institution(s).  5) Documentation that the institution meets the provisions of Comprehensive Standard 3.4.7  (Consortial relationships/contractual agreements), including the analysis of credits accepted in transfer.  6) Documentation that faculty involved in the collaboration are qualified to teach assigned components of courses and a description of the means by which the SACS-COC accredited institution(s) will monitor these qualifications. Requires completion of a COC faculty roster form.  7) Documentation describing the physical and learning resources that will support the collaboration.  8) A plan to monitor and ensure that the quality of contributions made by the partner institution(s) meets applicable SACS-COC requirements.  9) A plan produced by the SACS-COC accredited institution)s) ensuring that the collaborative arrangement does not result in the appearance of extending SACS-COC accreditation to partner institutions through promotional materials, academic publications, student transcripts, credentials verifying program completion, and releases to the news media.  10) Prototypes of official academic documents (e.g., student transcript, degree, diploma, certificate) representing the collaborative relationship. | |

*For additional or guiding information, see the Academic Affairs Handbook, Section 2.3.10.*