

May 31, 2016

SACSCOC Compliance Certification shared drive instructions:

- Document title must include name, CR, CS, FR or Commission Policy letter/number i.e. CR 2.8, CS 3.3.1, FR 4.1, CP 3.13.1, , initials of person responsible and date.

Ex. Program Responsibility_CS3.4.11_HD_5.12.12

- Within document text, use **purple font to designate all hyperlinks**. Also reference the page number using APA style.

Ex. General Catalog (2013-2014 ed., pp. 189-190)

- **Highlight the text in yellow that specifically addresses the criteria.**
- Black out any confidential information such as student id, SS#, name, etc...
- When possible, upload documents in PDF format to avoid accidental changes
- Because we may have to submit printed/bound report copies to the Commission, all documents should be printable on page size 8 ½ / 11 with no smaller than narrow margins
- Keep a copy of all uploaded SACS COC artifacts to have available for a SACS requested follow-up