May 31, 2016

SACSCOC Compliance Certification shared drive instructions:

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

    Ex. Program Responsibility_6.26.12_HD_CS3.4.11

- 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