

To: Academic Deans

From: Katie Cardarelli, Interim University Provost

Robert (Bob) S. Goldstein, Vice Provost/SACSCOC Liaison

Date: September 16, 2025

RE: University Requirements for SACSCOC Compliance

Executive Summary

This memo outlines essential university procedures to ensure compliance with SACSCOC accreditation standards and policies and associated federal regulations. It covers faculty credentialing, syllabi requirements, program-level accreditations, academic agreements, and more. Your leadership in implementing these practices is vital to our institutional integrity and continued success.

Compliance Checklist

(Hyperlinks in the checklist redirect to bookmarked sections within the memo to provide more detailed information.)

- ✓ Faculty credentials entered and documented in Workday and OnBase.
- ✓ <u>Syllabi</u> posted in Blackboard Ultra and/or Concourse for all course sections.
- ✓ Office of Academic Planning and Accountability (OAPA) notified if academic unit has a <u>program-level accreditation</u> review scheduled for this or next academic year.
- ✓ Faculty notified of contact hours and out-of-class work expectations per credit hour.
- ✓ Faculty teaching online courses completed regular and substantive interaction (RSI) attestation.
- ✓ Academic agreements routed through Provost's Program Proposal Review Committee (PPPRC).
- ✓ Off-Campus Instructional Sites (OCIS) regularly evaluated to ensure appropriateness of space and student resources.
- ✓ <u>Public references to SACSCOC accreditation</u> reviewed by OAPA.
- ✓ Licensure programs posted required disclosures and screened applicants for eligibility under federal requirements.

1. Faculty Credentials

Faculty Affairs manages credentialing for regular faculty (i.e., term, tenure-track, and tenured). Units are responsible for part-time lecturers (PTLs), graduate teaching assistants (GTAs), and staff with part-time instructional duties.

All instructors of record must have a curriculum vitae (CV) and official transcript from the highest earned degree on file in OnBase. Additionally, if individuals do not meet the minimum educational qualifications to teach an assigned course, the associate dean responsible for faculty affairs (or other appropriate individual approved by the dean) must approve the rationale provided by the department chair / program coordinator to justify the qualifications of the individual.

Academic Deans' Responsibilities:

Ensure the academic unit has a faculty qualification review process in place that complies with the <u>Office of Faculty</u> Affairs standards to ensure faculty are appropriately credentialed.

 Confirm the academic unit has a staff member trained by the Office of Faculty Affairs to upload credentialing documentation.

Resources / Contacts:

- Faculty Credentials Reporting
- For Documentation Questions: <u>Jordan Aikin</u>, Coordinator of Part-time Lecturers
- For Qualification Guidance: Derek Hottell, Assistant Director of Accreditation and Academic Programs

2. Syllabi

Instructors should post syllabi in Blackboard Ultra or upload syllabi to Concourse at the start of each term. Syllabi must include learning outcomes, Title IX and Clery Act notifications, and expectations for out-of-class work. Online syllabi must reflect regular and substantive interaction. OAPA has implemented the Concourse Syllabi Management system to collect syllabi, so faculty do not need to follow a standard naming convention any longer.

Academic Deans' Responsibilities:

- ✓ Communicate your syllabi guidelines for your academic unit to your faculty.
- ✓ Confirm your faculty (or appointed staff) have uploaded syllabi to either Concourse directly or Blackboard Ultra.

Resources / Contacts:

- Syllabus Guidelines
- Concourse Syllabus Management
- Concourse Training Materials and User Guides
- For Concourse: <u>Allen Gutierrez</u>, Accreditation Specialist
- For Syllabi Guidance: Beth Willey, Vice Provost for Undergraduate Education

OR

Beth Boehm, Vice Provost for Graduate Affairs

3. Program-Level Accreditations

OAPA coordinates the institutional review process on behalf of the Office of the Provost for all program-level accreditations. Submissions involving adverse findings, substantive changes, or executive signatures must be reviewed by OAPA at least six weeks in advance of submission.

Academic Deans' Responsibilities:

- Notify OAPA within two weeks of receiving accreditation outcomes.
- ✓ Notify OAPA immediately if you have a program-level accreditation review scheduled for this academic year.

Resources / Contacts:

- Accreditation Review and Notification Process
- For Questions: Allen Gutierrez, Accreditation Specialist

4. Academic Calendar and Credit Hours

The Academic Calendar and Awarding of Course Credit Hours policy aligns with SACSCOC guidelines. It includes expectations for zero-credit courses, out-of-class work, and term meeting days.

Academic Deans' Responsibilities:

✓ Ensure department chairs, program coordinators, unit curriculum committees, and faculty are aware of the contact hours and out of class expectations for all courses to comply with the credit hour policy.

Resources / Contacts:

Policy Academic Calendar and Awarding of Course Credit Hours

For Questions: Beth Willey, Vice Provost for Undergraduate Education

OR

Beth Boehm, Vice Provost for Graduate Affairs

5. Regular and Substantive Interaction

Federal regulations require that all online courses include regular and substantive interaction (RSI) between instructors and students throughout the term. This interaction must be initiated by the instructor and include meaningful academic engagement. To ensure institutional compliance, all faculty teaching online courses must acknowledge the Regular and Substantive Interaction (RSI) Policy by submitting the annual RSI attestation.

Academic Deans' Responsibilities:

Confirm faculty teaching online courses have completed the RSI attestation for the current academic year. 100% compliance is expected.

(Note: Faculty who are scheduled to teach online courses in Spring 2026 or Summer 2026 – but not in Fall 2025 – will be asked to submit the RSI attestation closer to the start of their respective term.)

Resources / Contacts:

- Policy Regular and Substantive Interaction in Online Courses
- Regular and Substantive Interaction Training Module
- For Questions: <u>Jen Hurwitz</u>, Distance Education Compliance Manager, Delphi Center for Teaching and Learning

6. Academic Agreements

All academic agreements (e.g., dual/joint degrees, transfer pathways, OCIS, cooperative arrangements) must be reviewed by the Provost's Program Proposal Review Committee (PPPRC) and submitted via Compliance360 to be executed by the Provost. To initiate the PPPRC approval process, email Derek Hottell, Assistant Director for Accreditation and Academic Programs.

Experiential learning agreements (e.g., site placements, student internships, etc.) are not routed through the PPPRC and are approved at the unit level. By submitting agreements for approval, academic deans are attesting to site safety, pedagogical appropriateness, and adequate resources.

Academic Deans' Responsibilities:

- ✓ Notify faculty, staff, and administrators of the process for proposing academic agreements.
- Ensure all agreements processed through your academic unit for experiential learning have been appropriately vetted to confirm site safety, pedagogical appropriateness, and adequacy of resources.

Resources / Contact:

- Academic Agreement Process
- Center for Engaged Learning
- For Questions: Derek Hottell, Assistant Director for Accreditation and Academic Programs

7. Off-Campus Instructional Sites (OCIS)

Courses offered at locations other than the Belknap or Health Sciences Center (HSC) campuses must provide comparable academic experiences. Additionally, dual credit courses must be coordinated with Megan Adams, Dual Credit Coordinator.

Academic Deans' Responsibilities:

- ✓ Ensure program directors annually verify the quality of OCIS at which they offer instruction.
- ✓ Notify OAPA if 20% or more of a program's instruction is offered in-person at a location other than the Belknap or HSC campus (including if more than 20% is at Shelby Campus).
- ✓ Notify Megan Adams of any dual credit offerings.

Resources / Contact:

UofL Dual Credit Program

For Dual Credit: Megan Adams, Dual Credit Coordinator.

For OCIS: <u>Derek Hottell</u>, Assistant Director for Accreditation and Academic Programs

8. Public Disclosure of Accreditation Status

To comply with **SACSCOC Standard 14.1** and the Commission's **policy on public disclosure**, academic units must not reference UofL's SACSCOC accreditation status in any public-facing materials (e.g., websites, brochures, presentations, reports) without first consulting OAPA.

OAPA ensures that all public disclosures are accurate, appropriately worded, and consistent with institutional reporting obligations. If your unit plans to include accreditation information in any public document or communication, contact <u>Bob Goldstein</u>, Vice Provost, prior to publication.

Academic Deans' Responsibilities:

- ✓ Notify <u>Bob Goldstein</u>, Vice Provost / SACSCOC Liaison, if you are referencing SACSCOC on any websites or other publications.
- ✓ Redirect any references to the <u>main institutional SACSCOC website</u>.

Resources / Contact:

• For Questions: Bob Goldstein, Vice Provost / SACSCOC Liaison

9. Programs Leading to Professional Licensure

All programs designed to lead to professional licensure must publish, and in some cases directly distribute, disclosures indicating whether the program meets the educational requirements for licensure in all US states, territories, and the District of Columbia. Institutions must certify that programs designed to lead to professional licensure meet applicable educational requirements in each state where they are located or where they enroll students through distance education. All programs designed to lead to professional licensure must screen applicants to ensure that they comply with federal requirements before enrolling students. A screening process has been implemented in Slate and programs that process applications outside of Slate have been notified of requirements.

Academic Deans' Responsibilities:

✓ Notify program and department chairs for programs leading to professional licensure of their compliance-related responsibilities.

- Ensure your faculty (or appointed staff) have implemented an application screening process to comply with federal regulations.
- ✓ Confirm your licensure program information is regularly reviewed for accuracy and is posted on the appropriate OAPA or Online Learning licensure website.

Resources / Contacts:

- On-Campus Program Licensure Website
- Online Program Licensure Website

For On-Campus Licensure Programs: <u>Krista Young</u>, Assistant Director, Curriculum Management & Academic Compliance

For Online Licensure Programs:
 Jen Hurwitz, Distance Education Compliance Manager

Closing

We welcome your questions and feedback as we continue to refine these processes. The Office of the Provost is committed to supporting your teams in meeting these expectations and strengthening our shared commitment to academic excellence. For questions about this memo, please contact Bob Goldstein or consult with one of the members of my team below for support.

Contacts for Support

• Accreditation: Bob Goldstein (robert.goldstein@louisville.edu), Kay Vetter (kay.vetter@louisville.edu)

Academic Agreements: Derek Hottell (<u>derek.hottell@louisville.edu</u>)
 Dual Enrollment: Megan Adams (megan.admas@louisville.edu)

Faculty Credentials: Cherie Dawson-Edwards (cherie.dawson@louisville.edu)

Syllabi (Undergrad): Beth Willey (<u>aewill01@louisville.edu</u>)
 Syllabi (Graduate): Beth Boehm (<u>beth.boehm@louisville.edu</u>)

Online Education: Kelvin Thompson (kelvin.thompson@louisville.edu)

Professional Licensure: Krista Young (krista.young@louisville.edu), Jen Hurwitz (jennifer.hurwitz@louisville.edu)

Program Accreditations: Allen Gutierrez (<u>allen.gutierrez@louisville.edu</u>)
 RSI Attestation: Jen Hurwitz (jennifer.hurwitz@louisville.edu)

cc: Gerry Bradley, President
Vice Provosts
Associate Deans
Accreditation and Academic Programs
Undergraduate Admissions

UofL Online