# Prospectus Instructions

UAF’s accrediting institution, the Northwest Commission on Colleges and Universities (NWCCU), requires the submission of a prospectus in the event of substantive change (for example, a new academic program) for their approval. This requirement is documented in the NWCCU Accreditation Handbook under *Operational Policy A-2*, which is excerpted below:

The purpose of the prospectus is for the institution to set forth the activities constituting the change and the impact expected on the institution as a whole. For a proposed major substantive change, a prospectus is to be submitted in six copies. The prospectus should be printed on both sides and unbound. The Commission staff will review the prospectus and request any further information that is needed. The information to be provided in the prospectus will depend upon the nature of the proposed change. The following items are required:

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| **Commission Requirement**  From NWCCU *Operational Policy A-2* | **Corresponding New Degree Program Request Instructions or Other Information**  Refer to UAF Academic Course and Degree Procedures Manual: “New Degree Program Request Section” |
| 1. Mission and Goals: 1) clear statement of the nature and purposes of the change in the context of institutional mission and goals. | State how program falls within our mission and goals. Be sure to reference the mission statement in effect at the time of your proposal and site UAF 2005. |
| 1. Authorization: 1) evidence of formal authorization by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, approval at the higher level is required. | Use this boilerplate:  The University of Alaska Fairbanks (UAF) is one of four individually accredited universities within the University of Alaska system. UAF has been continuously accredited since 1934 by the Northwest Commission on Colleges and Universities.  The Constitution of the State of Alaska establishes the University of Alaska as the state university, governed by a Board of Regents appointed by the governor. Alaska Statutes provide for a board of eleven voting members, including one student, with authority to carry out the mission of the university system and its constituent units, including the determination and regulation of the university’s course of instruction and the conferring of degrees. Members of the board have no contractual, employment, or financial interest in the university. The chair is elected from among the board. The board appoints the president of the university system, who in turn appoints the chancellor of UAF. Both officers are full-time employees whose only responsibility is to the institution. |
| 1. Educational Offerings: 1) descriptive information of the educational offering(s); and 2) evidence of approval by the appropriate academic policy body of the institution. | Executive Summary  Board of Regents motion and action from Faculty Senate minutes – Provost’s Office will provide this. |
| 1. Planning: 1) plans and descriptive materials indicating evidence of need for the change, the student clientele to be served; 2) the procedures used in arriving at the decision to change1; 3) the organizational arrangements required within the institution to accommodate the change2; and 4) timetable for implementation3. | 1Part V Need for Program (UAF Academic Course and Degree Procedures Manual)  2case by case basis  3 Part IX Implementation/Termination (Manual), per approval by Board of Regents |

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| 1. Budget: 1) projections (revenue and expenditures) for each of the first three years of operation; 2) revenue and expenditures associated with the change itself, 3) institutional financial support to be reallocated to accommodate the change; and 4) the budgetary and financial implications of the change for the entire institution. (Include a copy of the institution's most recent IPEDS financial report.)   *When an institution seeks approval to establish a branch campus, the prospectus must include a thorough response to each of e.1 through e.4 above to assist in an evaluation of the institution’s fiscal and administrative capacity to operate the additional location as required by 34 CFR 602.22. Revenues and expenditures must include a cash flow analysis. (See \*\* on page 7.)* | Part VII Resource Impact (Manual)  Individual budgets  IPEDS will be provided by Provost’s Office |
| 1. Student Services: 1) provision for student services to accommodate the change; and 2) implications for services to the rest of the student body. | Case-by-case basis. Generally none. |
| 1. Physical Facilities: 1) provision for physical facilities, equipment | Part VII Resource Impact (Manual) |
| 1. Library and Information Resources: 1) adequacy of library and information resources. | Part VII Resource Impact (Manual) |
| 1. Faculty: 1) analysis of the faculty and staff needed; 2) educational and professional experience qualifications of the faculty members relative to their individual teaching assignments; and 3) anticipated sources or plans to secure qualified faculty and staff. | Part III Personnel Directly Involved with Program (Manual) |

**When completed, please submit your prospectus in electronic form as a Microsoft Word document to Sarah Lewis, Academic and Faculty Services Manager (**[**FNSKL@uaf.edu**](mailto:FNSKL@uaf.edu)**).**  The Provost’s Office will then submit it to NWCCU for approval. NWCCU is obligated to reply within ninety days of their receipt of the prospectus*. Please note: UAF is unable to advertise, offer, list, or enroll students in programs that have not received NWCCU approval.*

Upon receiving notice of NWCCU dis-/approval, the Provost’s Office will notify all appropriate parties, including the new program’s unit, the Registrar, etc.