# 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 [Substantive Change Manual](https://nwccu.app.box.com/s/ckxhvwje3xybskbkz3hs9x8yqiw3o916) under *Section Two: Substantive Change Review Procedures*, which is excerpted below:

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| **Commission Requirement**  From NWCCU *Substantive Change Policy and Manual* | **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 Objectives: 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 institution’s mission and goals. Be sure to reference the mission statement in effect at the time of your proposal. |
| 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) description of the educational offering(s) including credits to completion, courses by title and assigned academic credit granted; and 2) description of method of instructional delivery (ie. Type of delivery including percent of face-to-face, hybrid, distance delivery, and/or competency-based); description of expected student learning outcomes; description of the assessment plan for student learning outcomes; 5) 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 (common resources include [EMSI](https://www.economicmodeling.com/) and the [BLS Occupational Outlook Handbook](https://www.bls.gov/ooh/)); 2) the procedures used in arriving at the decision to change; 3) timetable for implementation. |  |

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| 1. Student Services: 1) capacity of student services to accommodate the change; and 2) implications of the change for services to the rest of the student body. | Item 1) should be addressed narratively, item 2) is on a case-by-case basis but is generally none. |
| 1. Physical Facilities: provision for physical facilities and equipment | Case-by-case basis. |
| 1. Library and Information Resources: 1) adequacy and availability of library and information resources. | Case-by-case basis. |
| 1. Faculty: 1) analysis of the faculty and staff resources needed, including educational and professional credentials, experience, and qualifications of faculty members relative to their individual teaching assignments; and 2) anticipated sources or plans to secure qualified faculty and staff. | Case-by-case basis. |
| 1. Budget: 1) revenue and expenditures at the program or department level one year prior to the change (if applicable); 2) projections of revenue and expenditures at the program or departmental level for each of the first three years of operation; 3) designated revenue and expenditures associated with the change itself; 4) institutional financial support to be reallocated to accommodate the change; and 5) budgetary and financial implications of the change for the entire institution. | Use NWCCU’s provided[Budget Worksheet](https://nwccu.app.box.com/s/g4wo5rr04pgsx3ore2ipahgzwxr4unmk) template |

The Provost’s Office will submit proposals to NWCCU for approval. *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.