

Instructional Sites Reporting Requirements

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires UCF to report instructional activity performed at locations other than the Orlando campus in accordance with its policy on [substantive change](#). To comply with this SACSCOC policy, the institution must proactively detect degree and graduate certificate programs whose face-to-face offerings are approaching thresholds of 25-49 percent and 50 percent or more of total program courses at locations off the Orlando campus.

SACSCOC reporting is based upon whether or not a student could reach one of the above thresholds in his or her program of study considering the course offerings available at the site over a *rolling three year period*. These thresholds apply even if individual students do not personally elect to take the courses offered and/or if the program is not “officially” or “intentionally” offered at the site. Actual program offerings are used to inform a variety of UCF’s SACSCOC compliance monitoring processes, so it is important that we track actual and planned face-to-face course offerings on an ongoing basis. Note that for SACSCOC reporting purposes, mixed mode (M) courses are considered face-to-face offerings and Research Park is considered part of the Orlando campus. Reporting requirements apply to study abroad course offerings as well.

UCF’s Instructional Activity Early Warning System

To assure compliance with SACSCOC reporting requirements, UCF established an early warning system that proactively flags programs expected to reach the 25-49 percent or ≥ 50 percent thresholds. The early warning system considers a rolling three-year time span and is based upon credit hours available *in the major* that **are offered by the unit responsible for the program, the “home unit.”** (Some interdisciplinary programs may be handled somewhat differently.) This methodology typically triggers a flag in advance of full program offerings reaching reporting thresholds.

In the major courses include:

- core requirements: **advanced level** (undergraduate) or core requirements (graduate)
- concentration/specialization/track/area of study requirements
- restricted electives offered by the unit responsible for the program
- capstone requirements

The following types of courses should be **excluded** from the count of credit hours *in the major*:

- common program prerequisites
- undergraduate **basic level** core requirements
- General Education Program (GEP) courses
- foreign language requirements (unless they count for credit in one of the above categories of courses)
- unrestricted electives
- restricted electives that are NOT offered by the unit responsible for the program
- not-for-credit courses
- courses that do not meet formally (e.g., independent study, thesis hours)

To calculate the percent of a degree program or graduate certificate offered at an off-campus site, consider the most recent three academic years for which actual course offerings data are available. If projecting future offerings, consider the next upcoming academic year and the preceding two academic years. An academic year is comprised of summer through spring terms. For each category of courses *in the major*, sum the total distinct course credits available **via face-to-face instruction** (e.g., P or M modes) at the site up to the maximum credits allowed for each category. Then sum the major requirement category subtotals to determine the total number of available credits *in the major*. Finally, divide the total number of available credits *in the major* by the sum total of required credits *in the major*. See below for an example. Graduate and undergraduate program [early warning calculators](#) are available for optional use on the [Academic Program Quality website](#) (<http://apq.ucf.edu/>).

Sociology, B.A. Program Requirements (120 total semester hours required) – see attached catalog copy

Program requirements counted *in the major*

- upper/advanced level core requirements (12 hours)
- restricted electives (27 hours)

These **39** hours count *in the major* (all are taught by the Department of Sociology).

Program requirements NOT counted *in the major*

- general education program (36 hours)
- common program prerequisites (3 hours)
- lower/basic level core requirements (0 hours)
- foreign language requirements (0-6 hours)
- unrestricted electives (36-42 hours)

These **81** hours do not count *in the major*.

| Credits "in the major" <i>Only courses offered by the program's home department count</i> | Total Credits Required "in the major" Denominator | Total Credits for Distinct Courses Offered At Site Over Time <i>up to the maximum credits allowed per category</i> Numerator | | |
|---|---|---|---------------|---------------|
| | | Scenario #1 | Scenario #2 | Scenario #3 |
| Core Requirements (advanced level) | 12 | 6 | 9 | 12 |
| Concentration/Track/Specialization/Area of Study | 0 | - | - | - |
| Restricted Electives Offered by Your Unit | 27 | 3 | 3 | 9 |
| TOTAL CREDITS | 39 | 9 | 12 | 21 |
| Calculation | | 9/39 | 12/39 | 21/39 |
| Percent of Program Offered at Site <i>total SCHs required / total distinct course SCHs offered or scheduled</i> | | 23.1% | 30.8% | 53.8% |
| Action Required | | None* | Report to APQ | Report to APQ |

*There is no need to report the program to APQ *unless* you anticipate offering additional courses at the off-campus site that will cause total program offerings to hit a reporting threshold during an upcoming term.