

Checklist for SACSCOC Narratives

- 1 Did you include the required documentation listed for your requirement?
(Found in SACSCOC Resource Manual online at www.sacscoc.org/pdf/Resource%20Manual.pdf)
- 2 Did you include documentation of required policies associated with your requirement?
(Found in SACSCOC Resource Manual online at www.sacscoc.org/pdf/Resource%20Manual.pdf)
- 3 Did you avoid use of the future tense in your narrative?
- 4 Did you avoid use of the passive voice in your narrative?
- 5 Did you avoid use of ambiguous sentences and deal in specifics?
- 6 Did you spell out any acronyms, including UF?
- 7 Did you avoid capitalizing nouns such as university, dean, department unless referring to a proper noun?
(Please refer to the UF Identity Stylebook online at <http://stylebook.urel.ufl.edu/>)
- 8 Did you include the way in which your requirement applied to off-campus or distance learning programs or students?