

**FLORIDA INTERNATIONAL UNIVERSITY
SUBSTANTIVE CHANGE NOTIFICATION PROCEDURE TO MAINTAIN
COMPLIANCE WITH THE COMMISSION ON COLLEGES, SOUTHERN
ASSOCIATION OF COLLEGES AND SCHOOLS**

The Commission on Colleges of the Southern Association of Colleges and Schools requires its accredited institutions to receive prior approval for any substantive change in advance of the implementation of that substantive change. A substantive change is “a significant modification or expansion of the nature and scope of an accredited institution.” ([Substantive Change for Accredited Institutions](#) of the Commission on Colleges, page 1).

The different types of substantive changes, the respective approval/notification requirements, and their reporting time lines are listed in the chart below.

If an academic unit is considering any of the substantive changes listed, the college dean/school director should contact the Vice President for Academic Affairs or designee in writing according to the time frame shown in the chart below. The dean/director should submit a program change that has been approved by the departmental and college curriculum committee, the dean /director’s office, and the Faculty Senate. (Depending on the type of substantive change being proposed, the Vice President for Academic Affairs or designee may direct the unit to the Continuing Education unit within Academic Planning and Accountability for assistance with budgets for off-site programs.)

Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Please read the full text under the appropriate procedure for details regarding reporting.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Time Frame for Contacting FIU VP for Academic Affairs or Assignee	Documentation and Time Frame for Contacting SACSCOC
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 1 (p.15, Substantive Change for Accredited Institutions)	No	Yes	9-12 months	Cover Sheet Prospectus (See Appendix B of this document) Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level (<i>significant departure from current programs</i>).					
Expanding program offerings at previously approved off- campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution					
Initiating degree completion programs					

<p>Initiating a branch campus (See definition of “branch campus” on p. 3 in “Substantive Change for Accredited Institutions)</p>					
<p>Relocating a main or branch campus</p>					
<p>Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution</p>					

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Time Frame for Contacting FIU VP for Academic Affairs or Assignee	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	See SACSCOC Policy Agreements <u>Involving Joint and Dual Academic Awards</u>	No	Yes	12 months	<p>Cover Sheet Prospectus (See Appendix B of this document) Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation</p> <p>Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy</p>
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	See SACSCOC Policy <u>"Agreements Involving Joint and Dual Academic Awards"</u>	At least 6 months prior to implementation	Yes	9 months	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Initiating a direct assessment competency-based program		Yes – Screening Form	Yes	12 months	Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Time Frame for Contacting FIU VP for Academic Affairs or Assignee	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Procedure 1	No	Yes	9-12 months	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				9-12 months	
Adding a site under a U.S. military contract for a previously approved program				9-12 months	
Altering significantly the length of a program				9-12 months	
Altering significantly the educational mission of the institution				9-12 months	
Moving an off-campus instructional site (serving the same geographic area)	Procedure 2	Yes	No	3 months	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	See SACSCOC Policy Agreements Involving Joint and Dual Academic Awards	At least 6 months prior to implementation	No	9 months	Acceptance of notification, copy of signed agreement and contact information for each Institution. See policy.

Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Time Frame for Contacting FIU VP for Academic	Documentation and Time Frame for Contacting SACSCOC
Initiating programs or courses offered through contractual agreement or consortium	Procedure 2	Yes	No	9-12 months	Letter of notification and copy of signed agreement
Entering into a contract with an entity not certified to participate in USDOE title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited Institution					
Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	Procedure 2 (P.20 Substantive Change for Accredited Institutions)	Yes	No	9-12 months	Letter of notification including street address and implementation date
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Procedure 3 (P.22 Substantive Change for Accredited Institutions)	Yes	Yes	Immediately following decision to close	Description of teach-out plan included with letter of notification

<p>Closing a program, approved off-campus site, branch campus, or institution where the institution plans contacts with another institution(s) to teach-out students (Teach out Agreement)</p>	<p>Procedure 3 (P.22 Substantive Change for Accredited Institutions)</p>	<p>Yes</p>	<p>Yes</p>	<p>Immediately following decision to close</p>	<p>Description of teach-out agreement(s) detailing terms included with notification</p>
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Types of Change	Procedure or Policy	Prior Notification Required	Prior Approval Required	Time Frame for Contacting FIU VP for Academic	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at employer's request and on short notice using existing approved courses and location	NA	No	No	3-6 months	N/A
Initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location					
Initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program					
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE NOT significantly different from current programs at the site					
Expanding program offerings at previously approved off- campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution					

Last updated January 2017