

## FLORIDA INTERNATIONAL UNIVERSITY SUBSTANTIVE CHANGE NOTIFICATION PROCEDURE TO MAINTAIN COMPLIANCE WITH THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes and, when required, receive prior approval in advance of the implementation of a substantive change. The SACSCOC defines a substantive change as “a significant modification or expansion of the nature and scope of an accredited institution,” noting that such changes include “high-impact, high-risk changes and changes that can impact the quality of educational programs and services” ([SACSCOC Substantive Change Policy](#), page 2).

The SACSCOC identifies several types of substantive changes: institutional changes, program changes, and off-campus instructional site/additional location changes. Types of substantive changes, requirements for approval/notification, and reporting timelines are included in the chart below. When an academic unit considers implementing one of the substantive changes listed (typically a programmatic substantive change), the college dean/school director must contact the Senior Vice President for Academic and Student Affairs (or designee) in writing according to the time frame shown in the chart below. For most of the substantive changes listed below, the dean/school director should submit a program change that has been approved by the departmental and college/school curriculum committee, the dean’s/school director’s office, and the Faculty Senate; detailed information is included below. Depending on the type of substantive change proposed, the Senior Vice President for Academic and Student Affairs may direct the unit to the Continuing Education unit within Academic Planning and Accountability for assistance with budgets for off-site programs.

Substantive Change Type	Notification/SACSCOC Approval Prior to Implementation	Location in SACSCOC Substantive Change Policy and Procedures	Deadline for Academic Unit to Contact SVP for Academic and Student Affairs (or designee)	Documentation Submitted by the Academic Unit to the Office of Academic Planning and Accountability	Deadline for FIU to Submit Documentation to SACSCOC	Notes
<i>Program Changes<sup>1</sup></i>						
Clock-Credit Hour Conversion	Approval by Executive Council of SACSCOC Board of Trustees	Pages 25-26, 74	January 1 (for changes due to SACSCOC by July 1 and implemented January 1- June 30 of subsequent year); July 1 (for changes due to SACSCOC by January 1 and implemented July 1-December 31 of subsequent year)	Prospectus	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	
Competency-Based Education by Direct Assessment (50% or more)*	Approval by full SACSCOC Board of Trustees	Page 26 (and see SACSCOC Direct Assessment Competency-Based Educational Programs policy)	March 15 (for changes due to SACSCOC by March 15 of subsequent year); September 1 (for changes due to SACSCOC by September 1 of subsequent year)		March 15 (for June board review); September 1 (for December board review)	
Competency-Based Education by Direct Assessment (25-49%)	Notification	Pages 26-27 (and see SACSCOC Direct Assessment Competency-Based Educational Programs policy)	3 months prior to intended implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	
Dual Academic Award <sup>2</sup>	Notification	Page 33-34 (and see SACSCOC Agreements Involving Joint and Deal Academic Awards policy)	3 months prior to intended implementation		Any time before implementation	See FIU Policy 380.101 Relations with other Educational Institutions and Agencies

\*Requires a Substantive Change Committee visit

<sup>1</sup> Different or additional requirements apply to an institution on Substantive Change Restriction. SACSCOC has not placed FIU on Substantive Change Restriction.

<sup>2</sup> Per Agreements Involving Joint and Dual Academic Awards policy, SACSCOC defines “dual academic award” as an agreement by two or more institutions “whereby students study at two or more institutions and each institution grants a separate academic award bearing only its name, seal, and signature.” SACSCOC defines “joint academic award” as an agreement by two or more institutions “whereby students study at two or more institutions and the institutions grant a single academic award bearing the names, seals, and signatures of each of the participating institutions.

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Method of Delivery of Existing Program (50% or more) <sup>3</sup>	Notification	Pages 36-37	3 months prior to intended implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	See FIU Policy 310.001 Authorization of Online and/or Hybrid Degree Programs
New Program (50% or more) <sup>4,5</sup>	Approval by Executive Council of SACSCOC Board of Trustees	Pages 37-38, 77	Upon submission of New Degree Proposal to Faculty Senate	Prospectus	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	See FIU Policy 350.010 New Degree Program Planning and Approval Policy and Procedures
New Program (25-49%) <sup>6</sup>	Notification	Page 38	Upon submission of New Degree Proposal to Faculty Senate	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	See FIU Policy 350.010 New Degree Program Planning and Approval Policy and Procedures
Program Closure <sup>7</sup>	Approval by Executive Council of SACSCOC Board of Trustees	Pages 39, 78	January 1 (for changes due to SACSCOC by July 1 and implemented January 1- June 30 of subsequent year); July 1 (for changes due to SACSCOC by January 1 and implemented July 1-December 31 of subsequent year)	Teach-out plan	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	Teach-out plan may be implemented immediately after submission to SACSCOC for approval.
Program Designed for Prior Learning	Notification	Pages 40-41	3 months prior to implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	See FIU Policy 340.350 Credits Used to Accelerate Undergraduate Time-to-Degree
Program Length Change <sup>8</sup>	Approval by Executive Council of SACSCOC Board of Trustees	Pages 41-42, 79	January 1 (for changes due to SACSCOC by July 1 and implemented January 1- June 30 of subsequent year); July 1 (for changes due to SACSCOC by January 1 and implemented July 1-December 31 of subsequent year)	Prospectus	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	
Program Re-Open <sup>9</sup>	Notification	Page 42	3 months prior to implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	

<sup>3</sup> Per SACSCOC guidelines, the percentage of a program delivered through a particular method is calculated using the following equation: the number of credit hours offered by that method {divided by} the total number of credit hours required for the degree (including, in cases of undergraduate programs, general education credits).

<sup>4</sup> Per SACSCOC guidelines, content is considered new if “it is not currently offered by the institution at the new program’s instructional level.”

<sup>5</sup> Per SACSCOC guidelines, the percentage of a program considered “new” is calculated excluding general education credits: the number of credit hours not previously offered by the institution {divided by} the total number of credit hours required for the degree (excluding, in cases of undergraduate programs, general education credits).

<sup>6</sup> Per SACSCOC guidelines, the percentage of a program considered “new” is calculated excluding general education credits: the number of credit hours not previously offered by the institution {divided by} the total number of credit hours required for the degree (excluding, in cases of undergraduate programs, general education credits).

<sup>7</sup> Program closure includes: ending a program at all locations, ending a program by all methods of delivery, ending a program offered at one instructional site while continuing to offer the program at another instructional site, ending a program offered by one method of delivery while continuing to offer the program via another method of delivery.

<sup>8</sup> A change in program length is considered substantive when (1) program credit hours increase or decrease by 25% or more, and (2) students’ expected time to completion increase or decreases by more than one term.

<sup>9</sup> A closed program may re-open within 5 years of the closure date; closure is the date the program was closed to admission, *not* the date SACSCOC approved the closure.

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<i>Off-Campus Instructional Site Changes<sup>10</sup></i>						
New Off-Campus Instructional Site (25-49%) <sup>11</sup>	Notification	Page 44-45	3 months before intended implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	
New Off-Campus Instructional Site (50% or more) <sup>12, 13</sup>	Approval by Executive Council of SACSCOC Board of Trustees	Pages 45-48, 80-82	January 1 (for changes due to SACSCOC by July 1 and implemented January 1- June 30 of subsequent year); July 1 (for changes due to SACSCOC by January 1 and implemented July 1-December 31 of subsequent year)	Prospectus	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	
Off-Campus Instructional Site Relocation <sup>14, 15</sup>	Notification	Pages 49-50, 82-83	3 months prior to intended implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	
Off-Campus Instructional Site Name or Address Change	Notification	Page 51	3 months prior to intended implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	
Off-Campus Instructional Site Closure	Approval by Executive Council of SACSCOC Board of Trustees	Pages 52, 83	January 1 (for changes due to SACSCOC by July 1 and implemented January 1- June 30 of subsequent year); July 1 (for changes due to SACSCOC by January 1 and implemented July 1-December 31 of subsequent year)	Teach-out plan	January 1 (for July 1-December 31 changes); July 1 (for changes in January 1-June 30 of following year).	Teach-out plan may be implemented immediately after submission to SACSCOC for approval.
Off-Campus Instructional Site Re-Open <sup>16</sup>	Notification	Page 53	3 months prior to implementation	Required information specified in SACSCOC Substantive Change Procedures	Any time before implementation	

<sup>10</sup> Different or additional requirements apply to an institution on Substantive Change Restriction. SACSCOC has not placed FIU on Substantive Change Restriction.

<sup>11</sup> Per SACSCOC guidelines, percentage of a program offered at an off-campus instructional site is calculated using the following equation: the number of credit hours offered at that site {divided by} the total number of credit hours required for the degree (including, in cases of undergraduate programs, general education credits).

<sup>12</sup> Per SACSCOC guidelines, percentage of a program offered at an off-campus instructional site is calculated using the following equation: the number of credit hours offered at that site {divided by} the total number of credit hours required for the degree (including, in cases of undergraduate programs, general education credits).

<sup>13</sup> SACSCOC approves off-campus instructional sites via extensive and limited review; extensive review includes a visit by a SACSCOC committee. Institutions may seek approval of new off-campus instructional sites via limited review after an institution has two or more sites approved by extensive review. FIU is considered to have met the two-site requirement for extensive review, and can now obtain approval via limited review.

<sup>14</sup> To be considered relocation, the new location must serve the same geographic area or the same pool of students; otherwise this change constitutes an instructional site closure requiring SACSCOC approval.

<sup>15</sup> If the new location is an existing off-campus instructional site, moving instruction is *not* considered relocation, but closure of the current location; this requires approval of program/site closure and teach-out plans.

<sup>16</sup> A site previously approved for closure may be re-opened within 5 years of the closure date; closure is the date the site was closed to admission, *not* the date SACSCOC approved the closure.