



Substantive Change Reporting #350.050

INITIAL EFFECTIVE DATE: March 6, 2015	LAST REVISION DATE: February 7, 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Academic Affairs
---	--	---

POLICY STATEMENT

Florida International University maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy and Procedures.

SCOPE

This policy applies to the University community (faculty, staff, students and administration).

REASON FOR POLICY

FIU, a member institution, is required to notify the SACSCOC of changes in accordance with its Substantive Change Policy and Procedures, and when required, seek approval prior to the initiation of changes.

The SACSCOC is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, the SACSCOC has incorporated federal requirements into its substantive change policy and procedures. Some of these requirements specify that an institution seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution’s scope of accreditation.

DEFINITIONS	
TERM	DEFINITIONS
SACSCOC Accreditation Liaison	Individual appointed by the President to represent the university in all matters related to university accreditation with SACSCOC.
Substantive Change	A substantive change is “a significant modification or expansion of the nature and scope of an accredited institution.”

ROLES AND RESPONSIBILITIES

Academic Unit, School/College Dean

- Academic units considering changes to their programs may consult the document Florida International University Substantive Change Notification Procedures to Maintain Compliance with the Southern Association of Colleges and Schools Commission on Colleges (FIU Substantive Change Procedures), found at: <https://accreditation.fiu.edu/substantive-changes/index.html>
- The unit should seek advice from Academic Planning and Accountability – APA (Accreditation) to determine if the change is considered “substantive” according to the SACSCOC and to discuss necessary timelines for implementation.
- If determined to be a “substantive change,” then the college dean/school or program director notifies APA in writing according to the time frame shown in the chart contained in the FIU Substantive Change Notification Procedures.
- The school/college dean or director must submit a program change that has been approved by the departmental faculty and college curriculum committee, the school/college dean or director, and the Faculty Senate.

Academic Planning and Accountability – APA (Accreditation)

- Works with the unit in the determination of a substantive change and the appropriate timeline for implementation, in consultation with the FIU SACSCOC Accreditation Liaison.
- Assists unit in the utilization of appropriate university entities, as required, for the type of substantive change.
- Reviews and prepares all documents for signature by the SACSCOC Accreditation Liaison for submission to the SACSCOC.

SACSCOC Accreditation Liaison

- Approves and submits appropriate substantive change requests to the SACSCOC.

RELATED RESOURCES

AUTHORITY/SOURCE

Board of Governors’ Regulations 8.009, 8.011, 8.012 - www.flbog.edu

Board of Trustees’ Regulation, FIU-116 - <http://regulations.fiu.edu/regulation>

SACSCOC Substantive Change Policy and Procedures - www.sacscoc.org

SACSCOC The Accreditation Liaison Guidelines - www.sacscoc.org



CONTACTS

Office of the Provost
Florida International University
11200 S.W. Eighth Street - PC 526
305-348-2151

HISTORY

Initial Effective Date: March 6, 2015

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): October 16, 2019; November 17, 2020; February 7, 2024.