

**FLORIDA INTERNATIONAL UNIVERSITY  
SUBSTANTIVE CHANGE NOTIFICATION PROCESS 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. Notification constitutes a letter from the institution’s chief executive officer to the President of the Commission summarizing the proposed change, providing the intended implementation date, and listing the street address, if the change involves the initiation of an off-campus site” (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 collegiate dean/school director should contact the Vice President of Academic Affairs 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’s/director’s office, and the Faculty Senate. Depending on the type of substantive change being proposed, the Vice President of Academic Affairs may direct the unit to the Vice Provost for Distance Learning, the Executive Director of Continuing and Professional Studies, or the Office of Planning and Institutional Effectiveness.

**Types of Substantive Change**

<b>Types of Changes</b>	<b>Prior Approval Required</b>	<b>Prior Notification Required</b>	<b>Time Frame for Contacting FIU Vice President Acad. Aff.</b>	<b>Time Frame for Contacting COC</b>
Initiating coursework or programs at a more advanced level than currently offered	Yes	Yes	15-18 months	12 months
Expanding at current degree level (significant departure from current programs, e.g. Law, Medicine)	Yes	Yes	9-12 months	6 months
Initiating programs at a lower	Yes	Yes	9-12	6 months

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degree level			months	
Initiating a branch campus	Yes	Yes	9-12 months	6 months
Initiating Off-campus Sites... ...Student can obtain 50 percent or more credits toward program	Yes	Yes	9-12 months	6 months
Initiating Off-campus Sites... ...Student can obtain 25-49 percent of credits toward program	No	Yes	3-6 months	Prior to implementation
Initiating Off-campus Sites... ...Student can obtain 24 percent or fewer of credits toward program	NA	NA		NA
Adding significantly different programs at an approved site (only if programs are currently approved)	No	Yes	3-6 months	Prior to implementation
Initiating distance learning... ...Offering 50 percent or more of credits toward program (Subsequent programs do not need reporting unless they are significant departures from initially approved program(s))	Yes	Yes	9-12 months	6 months
Initiating distance learning... ...Offering 25-49 percent of credits toward program	No	Yes	3-6 months	Prior to implementation
Initiating distance learning... ...Offering 24 percent or fewer of credits toward program	NA	NA		NA
Initiating programs/courses offered through contractual agreement or consortium	No	Yes	3-6 months	Prior to implementation
Initiating a merger/consolidation	Yes	Yes	9-12 months	6 months

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Altering significantly the educational mission of the institution	Yes	Yes	9-12 months	6 months
Relocating a campus	No	Yes	3-6 months	Prior to implementation
Changing governance, ownership, control, or legal status	Yes	Yes	9-12 months	6 months
Altering significantly the length of a program	Yes	Yes	9-12 months	6 months
Initiating degree completion programs	Yes	Yes	9-12 months	6 months
Closing an institution/program; initiating teach-out agreements (see Commission policy)	Yes	Yes	9-12 months	6 months