

**FLORIDA INTERNATIONAL UNIVERSITY  
PROMULGATION OF THE SACS SUBSTANTIVE CHANGE NOTIFICATION  
PROCESS**

The Florida International University SACS Substantive Change Notification Process can be found on the Provost's Academic Affairs and the Office of Planning and Institutional Effectiveness web sites. At the beginning of each academic term of instruction, the Office of Planning and Institutional Effectiveness distributes a copy of the SACS Substantive Change Notification Process to the collegiate deans and school directors. In addition, the Office of Planning and Institutional Effectiveness distributes a copy of the off-campus sites and the programs delivered for which 50 percent or more of a program's credits are available, the off-campus sites and the programs delivered for which 25 to 49 percent of a program's credits are available, and a list of programs for which 50 percent or more of a program's credits are approved for electronic delivery. A staff member in the Office of Planning and Institutional Effectiveness reviews each new program proposal listed in each Faculty Senate Curriculum Bulletin to identify items that will need SACS approval. The deans and school directors are asked to notify the Vice President of Academic Affairs of any pending program matters that don't necessitate Faculty Senate approval but do require SACS approval.