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| FLORIDA | OFFICIAL |
| POLYTECHNIC | UNIVERSITY |
| UNIVERSITY | POLICY |

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| Subject/Title: Substantive Change and Accrediting Agency and Compliance |
| FPU Policy Number: FPU-1.0127P |
| <input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input checked="" type="checkbox"/> Minor Technical Revision of Policy |
| Date First Adopted: June 15, 2015 |
| Date Revised: January 4, 2017 |
| Responsible Division/Department: Academic Affairs |
| Initiating Authority: Terry Parker, Provost and Executive VP of Academic Affairs |

A. APPLICABILITY/ACCOUNTABILITY:

The purpose of this policy is to establish the requirements, procedures, and processes necessary to ensure timely coordination and notification of Substantive Changes involving Florida Polytechnic University to the University's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). The policy relates specifically to the SACSCOC Principles of Accreditation: Foundations for Quality Enhancement as well as the Commission's policies and guidelines for Substantive Changes.

This policy applies to all University officers who can initiate, modify, review, approve, and allocate resources to any changes, including those to academic and non-academic programs and activities that may be considered a Substantive Change according to latest revision of SACSCOC Policy for Substantive Changes for Accredited Institutions. Within academic areas, such changes can originate with (1) individual or groups of faculty members, (2) curriculum committee level, (3) appropriate unit leaders, (4) Provost and Vice President for Academic Affairs, or (6) any other area reporting to the Provost.

In those areas outside the Office of Academic Affairs, potential Substantive Changes may arise in (1) individual units, (2) among supervisors in each area, (3) executive management teams within Vice Presidential or Executive Director areas, or (5) with the Vice Presidents/Executive Directors themselves. Further, the need for a potential Substantive Change may come to the attention of the President or those in his direct reporting line.

B. POLICY STATEMENT:

It is the policy of Florida Polytechnic University to demonstrate compliance with the Principles of Accreditation: Foundations for Quality Enhancement by adhering to all standards, requirements, policies and procedures associated with the definition and scope of a Substantive Change and found in latest revision of SACSCOC Policy for Substantive Changes for Accredited Institutions.

In accordance with this policy, the SACSCOC must be notified about Substantive Change decisions prior to the development and implementation of Substantive Changes. If a Substantive Change is discovered to have been implemented without notification to the SACSCOC accreditation liaison, the appropriate university administrator has the responsibility to notify the SACSCOC accreditation liaison immediately. The SACSCOC

accreditation liaison is then responsible for notifying SACSCOC of the change as provided in the latest version of the SACSCOC Substantive Change policy. The designated University administrators should conduct an annual review of their internal operating procedures to ensure reporting of future Substantive Change proposals.

The University's executive staff should recognize that, when accredited, if the University fails to follow the latest version of the SACSCOC Substantive Change policy and procedures, it may lose Title IV funding, be prohibited from receiving federal contracts and grants or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported Substantive Change.

C. DEFINITIONS:

Substantive Change. A significant modification or expansion of the nature and scope of an accredited institution as defined by the relevant accrediting agency (SACSCOC).

D. PROCEDURES:

At the earliest stage of consideration, any proposed change that could be deemed substantive according to the latest revision of SACSCOC policy must be submitted in writing to the Vice President for Academic Affairs/Provost and SACSCOC liaison. This notification must include:

- (a) Title of the proposed change;
- (b) A brief description of the change including its potential impact on students, faculty, location, scope and means of instruction;
- (c) The name and position of the responsible individual who will act as contact;
- (d) A tentative timeline for approval; and
- (e) The earliest date possible for implementation.

These preliminary notifications will be presented by the Provost for review and approval for further action by the President's Cabinet.

The definition of Substantive Change and the applicable institutional notifications are codified in latest revision of SACSCOC Policy for Substantive Changes for Accredited Institutions. Appendix I lists the types of institutional changes that are considered to be substantive under this policy.

If the proposed change or action is considered appropriate for internal development by the President's Cabinet, the Provost will instruct the SACSCOC Accreditation Liaison to record the title, description, date of approval for internal development, the name of the individual responsible for its development, anticipated approval date, and earliest possible implementation date. Individuals responsible for the proposed changes will be instructed to notify the Vice President for Academic Affairs/Provost and the SACSCOC Accreditation Liaison as well as their appropriate Vice President/ Executive Director regarding the progress of the proposed change. The University is responsible for adhering to all Florida Board of Governors' requirements and obtaining State level approvals related to Substantive Changes.

The anticipated earliest date of implementation will be recorded to ensure that adequate time exists for SACSCOC notification, including the development of a Substantive Change Prospectus, if necessary. If the planned implementation date does not allow for timely SACSCOC notification, the implementation date will be adjusted to allow for timely notification to SACSCOC.

The SACSCOC Accreditation Liaison will regularly monitor and record the progress and outcomes of the proposed change including events associated with the University's established policies and procedures for internal and external review and approval for various changes at the University. Working with the Provost and other senior university officers, the SACSCOC Accreditation Liaison will regularly contact the designated individuals responsible for each potential change to ensure that progress toward approval and implementation is carefully tracked.

When all internal reviews and external approvals have been obtained, the SACSCOC Liaison will send SACSCOC a written notification of the proposed change. Depending on the type of change and subsequent instructions from SACSCOC, the University may be required to submit a Substantive Change Prospectus and/or an Application for approval, within a minimum of three months and up to as many as 12 months prior to implementation of the change (per Appendix I). The decision to close an educational program, instructional site or branch campus shall be in accordance with University Teach-Out Policy. From this point forward, for many types of changes, a minimum of six months is required to obtain formal approval by the University's Board of Trustees and, if necessary, the Florida Board of Governors. Implementation of the approved Substantive Change will occur no sooner than three months following submission of the prospectus or application to SACSCOC, where applicable. If SACSCOC approval is required, the program cannot commence until such approval is attained.

Appendix I: Reporting the Various Types of Substantive Change

SACSCOC specifies three procedures for addressing the different types of substantive changes:

- Procedure One for the Review of Substantive Changes Requiring Notification and Approval Prior to Implementation
- Procedure Two for the Review of Substantive Changes Requiring Only Notification Prior to Implementation
- Procedure Three for Closing a Program, Site, Branch Campus or Institution.

See also <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

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 | Documentation and Time Frame for Contacting SACSCOC | Responsible Authority |
|--|---------------------|-----------------------------|-------------------------|--|-----------------------|
| Initiating coursework or programs at a different level than currently approved | Procedure 1 | No | Yes | Application for Level Change Due dates: March 15 (for June review) September 1 (for December review) | Provost |
| 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 | No | Yes | 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 | Provost |
| Expanding at current degree level (significant departure from current programs). | | | | | |
| 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 | | | | | |
| Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.) | | | | | |
| Initiating distance learning by offering 50% or more of the first program for the first time | | | | | |
| Relocating a main or branch campus | | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC | Responsible Authority |
|--|--|---|-------------------------|---|-----------------------|
| 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 | | | | | |
| 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 Involving Joint and Dual Academic Awards ” | No | Yes | 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 Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy | Provost |
| Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC | See SACSCOC Policy “ Agreements Involving Joint and Dual Academic Awards ” | At least 6 months prior to implementation | Yes | Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy. | Provost |
| Initiating a direct assessment competency-based program | See SACSCOC Policy “ Direct Assessment Competency-Based Educational Programs ” | Yes – Screening Form | Yes | Submit “Screening Form” with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review) | Provost |
| Initiating a merger/consolidation with another institution | See SACSCOC Policy: “ Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status ” | Yes: December 15 (for June review); June 1 (for December review) | Yes | Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: “ Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status ”) Due dates: March 15 (for June review); September 1 (for December review) | President |
| Changing governance, ownership, control, or legal status of an institution | | | | | |
| Acquiring any program or site from another institution | | | | | |
| Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing | | | | | |
| Initiating a certificate program at a new off-campus site at employer’s request and on short notice (previously approved) | Procedure 1 | No | Yes | Cover Sheet Modified prospectus Contact Commission Staff. | Provost |
| Initiating a certificate program that is a significant departure from previously approved programs at employer’s request and on short notice | | | | | |
| Adding a site under a U.S. military contract for a previously approved program | | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC | Responsible Authority |
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| Altering significantly the length of a program | | | | | |
| Altering significantly the educational mission of the | | | | | |
| Changing from clock hours to credit hours | Procedure 1 | No | Yes | Justify reasons for change, indicate calculation of equivalency, and other pertinent information | Provost |
| Moving an off-campus instructional site (serving the same geographic area) | Procedure 2 | Yes | No | Letter of notification with old address, new address, and implementation date | President |
| 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 | Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy. | Provost |
| Initiating programs or courses offered through contractual agreement or consortium | | | | | |
| 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 | Procedure 2 | Yes | No | Letter of notification and copy of signed agreement | Provost |
| 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 | Procedure 2 | Yes | No | Letter of notification Including street address and implementation date | Provost |
| Initiating distance learning by offering 25-49 of the first program for the first time | | | | | |
| Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students | Procedure 3 | Yes | Yes | Description of teach-out plan included with letter of notification | Provost |
| Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement) | Procedure 3 | Yes | Yes | Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification | Provost |
| Initiating a certificate program at employer’s request and on short notice using existing approved courses and location | NA | No | No | NA | Provost |
| Initiating certificate program (not at employer’s request and not on short notice) using existing approved courses and location | | | | | |

| Types of Change | Procedure or Policy | Prior Notification Required | Prior Approval Required | Documentation and Time Frame for Contacting SACSCOC | Responsible Authority |
|---|---------------------|-----------------------------|-------------------------|---|-----------------------|
| 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 | | | | | |
| Initiating distance learning by offering 24% or less of any program for the first time | | | | | |

POLICY APPROVAL

Policy No.: FPU-1.0127P

Initiating Authority

Date

Policies Committee Chair

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL