



Substantive Change Reporting #350.050

INITIAL EFFECTIVE DATE: March 6, 2015	LAST REVISION DATE: January 15, 2026	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Academic Affairs
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POLICY STATEMENT

Florida International University (FIU) maintains compliance with its institutional accreditor’s substantive change policies and any associated procedures for receiving approval for substantive changes.

SCOPE

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

REASON FOR POLICY

Institutional accreditation is recognized by the U.S. Department of Education as the means through which member institutions document standards of quality and seek eligibility to participate in Title IV programs. To maintain recognition by the U.S. Department of Education, institutional accrediting agencies incorporate federal requirements into substantive change policies and procedures. Some of these requirements specify that each institution report “substantive” changes for inclusion in the scope of its accreditation.

FIU is required to comply with all substantive change policies and procedures of its institutional accreditor. Certain curricular or institutional changes require FIU to notify or seek approval from its institutional accreditor prior to implementation of the change.

DEFINITIONS	
TERM	DEFINITIONS
Accreditation Liaison Officer	Individual appointed by the President to represent the university in all matters related to the university’s institutional accreditation.
Substantive Change	A significant modification or expansion of the nature and scope of an accredited institution, including high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

ROLES AND RESPONSIBILITIES

Academic Unit, School/College Dean

- Academic units are responsible for monitoring curricular and programmatic changes that may be considered substantive.
- Academic units are responsible for seeking clarification from the Office of Academic Planning and Accountability (APA) regarding possible substantive changes and for reporting such changes within required time frames.
- Deans (or their designees) are responsible for prospectively reporting to APA any changes that may be considered substantive, either through the Biannual Questionnaire form administered through APA, or through ad hoc written communication.
- Academic units considering changes to their programs may consult the document Florida International University Substantive Change Notification Procedures found at:
<https://provost.fiu.edu/apa/accreditation/substantive-changes/>
- Some substantive changes require approval through departmental and institutional processes. In these instances, faculty (through their deans) are responsible for submitting curriculum proposals for approval by the University Curriculum Committee and the Faculty Senate.

APA – Accreditation

- Provides Substantive Change Notification Procedures in the document Florida International University Substantive Change Notification Procedures found at <https://provost.fiu.edu/apa/accreditation/substantive-changes/>
- Provides opportunities, through the Biannual Questionnaire form, for units to report upcoming changes.
- Monitors curriculum approval processes to assess for possible substantive changes.
- Works with the unit in the determination of a substantive change and the appropriate timeline for implementation, in consultation with the FIU Accreditation Liaison Officer.
- Reviews and prepares all documents for signature by the Accreditation Liaison Officer for submission to the institutional accreditor.

Accreditation Liaison Officer

- Approves and submits appropriate substantive change requests to the institutional accreditor.

RELATED RESOURCES

AUTHORITY/SOURCE



Title 34 of the Code of Federal Regulations, Subtitle B, Chapter VI
Board of Governors' Regulations 3.006, 8.009, 8.011, 8.012 - www.flbog.edu
Board of Trustees' Regulation, FIU-116, FIU-2506 -
<http://regulations.fiu.edu/regulation>
FIU Policy 350.010 - <https://policies.fiu.edu/files/591.pdf>
Applicable institutional accreditor policies, procedures, and guidelines (www.sacscoc.org)

CONTACTS

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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; January 15, 2026.