

**MEMORANDUM**

**DATE:** May 29, 2018

**TO:** Deans

**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs



**SUBJECT: Accreditation Procedures** – (Supersedes all prior memoranda, including September 8, 2015)

In additional to regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), academic programs at Florida Atlantic University are currently individually accredited by outside accrediting organizations. In addition, several programs are in the process of considering initial accreditation. It is important that the Office of the Provost be involved in accreditation procedures and processes, as follows:

1. The Provost's designee for academic programs and assessment will be the point of contact in the Office of the Provost for all issues related to individual program accreditation. It will be the responsibility of the Provost's designee to insure that the Provost and other members of Academic Affairs and the President's Executive Leadership Team, as appropriate, are apprised of accreditation procedures and issues.
2. The Office of the Provost needs to be consulted prior to seeking initial accreditation. The Dean, and relevant members of the Dean's staff, needs to be prepared to present the argument for individual program accreditation.
3. Six months prior to the submission of the self-study documents for initial accreditation or reaffirmation to the accrediting organization, the Dean, and relevant members of the Dean's staff, need to meet with the Provost's designee to review the accreditation requirements and procedures.
4. No later than one month prior to submission of the self-study documents for initial accreditation or reaffirmation to the accrediting organization, the Dean, and relevant members of the Dean's staff, need to meet with the Provost, the Provost's designee, and relevant members of Academic Affairs and the President's Executive Leadership Team to review documents and issues.
5. No later than one month before the site visit, the Dean, and relevant members of the Dean's staff, need to meet with the Provost, the Provost's designee, and relevant members of Academic Affairs and the President's Executive Leadership Team, to review procedures and issues and the site visit schedule.

6. Copies of all correspondence and documentation received by the President, the Provost, the Dean and/or the Chair/Director of the program from the accrediting organization are to be sent to the Provost's designee. It is the responsibility of the Provost's designee to insure that the Provost, members of Academic Affairs, and members of the President's Executive Leadership Team, as appropriate, be apprised of accreditation actions and issues.
7. The Provost's designee needs to be apprised of any changes in accreditation schedules; i.e. time line for documents, site visit schedule, etc. It is the responsibility of the Provost's designee to keep the Provost apprised of the schedule and the issues.
8. With regards to any U.S. Department of Education (USDOE) recognized accrediting agencies, the University must describe itself in identical terms of each agency with regards to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents and must keep each USDOE recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency. Any change in University status with a USDOE recognized accredited agency, including terminations, voluntary withdrawals, and sanctions, must be reported to the Provost's designee by the Dean and/or the Chair/Director of the program from the accrediting organization within 14 days of such action. The Provost's designee shall be responsible for reporting such change of status to all other University-affiliated USDOE recognized accrediting agencies, including SACSCOC.

CC: Michele Hawkins, Vice Provost

Academic Affairs

Russell Ivy, Senior Associate Provost

Academic Affairs