



MEMORANDUM

DATE: February 4, 2026

TO: Deans

FROM: Ken Dawson-Scully, Ph.D., Provost and
Executive Vice President for Academic Affairs

SUBJECT: Accreditation Procedures

In addition to institutional accreditation, some academic programs at Florida Atlantic University are also currently individually accredited by outside professional accrediting organizations. Programmatic accreditation plays a vital role in ensuring educational quality and relevance, particularly for programs that require licensure for professional practice. It benefits both students and employers by setting standards that enhance the credibility of degrees in various fields. The Florida Board of Governors Regulation 3.006 provides guidance for universities to ensure compliance with both institutional and discipline-specific accreditation requirements, as follows:

- (1) The Institutional Accreditation Liaison (IAL) is the Provost's designee and point of contact in the Office of the Provost for all issues related to university and individual program accreditation. It will be the IAL's responsibility to ensure 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 program accreditation. The Dean and relevant members of the Dean's staff need 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 IAL 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 IAL, and relevant members of Academic Affairs and the President's Executive Leadership Team to review documents and issues. **The self-study must be approved by the IAL prior to submission to the accrediting organization.**
- (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 IAL, 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 IAL. It is the responsibility of the IAL to ensure that the Provost, members of Academic Affairs, and members of

the President's Executive leadership Team, as appropriate, are apprised of accreditation actions and issues.

- (7) The IAL needs to be apprised of any changes in accreditation schedules, i.e., timeline for documents, site visit schedule, etc. It is the responsibility of the IAL to keep the Provost apprised of the schedule and the issues.
- (8) FAU's President must inform the Chancellor within ten business days about any concerns, scheduled visits, or actions taken by the institutional accrediting agency related to compliance certification or interim reports.
- (9) FAU will send a copy of the institutional certification letter for initial accreditation or reaffirmation to the Board of Governors immediately upon receipt.
- (10) Upon request, FAU will provide the Board of Governors with copies of its responses to the institutional accrediting agency.
- (11) The Provost will notify the BOT and the Chancellor within ten business days if an accredited program is placed on warning or probation, or if accreditation is revoked. This notification will include a report detailing any adverse findings from the accrediting body that led to the status change, if applicable.
- (12) FAU's institutional accreditor requires member institutions holding accredited or candidacy (pre-accredited) status from more than one U.S. Department of Education recognized accrediting agency (<https://ope.ed.gov/accreditation/Agencies.aspx>) to keep each agency apprised of any change in its status with one or another agency. Any institution seeking or holding accreditation from more than one USDOE-recognized accrediting agency must represent itself accurately to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each USDOE-recognized accrediting body apprised of any change in its status with one or another accrediting agency.