

Approved 2020-11-10

**FLORIDA INSTITUTE OF TECHNOLOGY
FACULTY SENATE**

Removing Academic Policies from the Faculty Handbook


- Whereas** The Florida Institute of Technology Faculty Handbook contains the *Final Examinations and Course Material Retention Policy*; and
- Whereas** The Florida Institute of Technology Faculty Handbook contains the *Policy for Reporting Substantive Changes*; and
- Whereas** The Florida Institute of Technology Faculty Handbook contains the policy *Undergraduate Course Syllabi and Textbook*; and
- Whereas** Each of these policies is associated with accreditation compliance; and
- Whereas** Each of these policies require intermittent revision to maintain alignment with accreditation reporting; and
- Whereas** Florida Institute of Technology maintains Academic Policies separate from the Faculty Handbook at <https://www.fit.edu/policies/academic/>.

Therefore, be it resolved that

The Florida Institute of Technology Faculty Senate proposes that the following policies be removed from the Faculty Handbook so they can be managed as Academic Policies.

- Final Examinations and Course Material Retention Policy
- Policy for Reporting Substantive Changes
- Undergraduate Course Syllabi and Textbook

Nasri Nesnas, Faculty Senate President

	In favor	Oppose	Abstain
28 participants	✓27	✓1	✓0

Final Examination And Course Material Retention Policy

Effective Date May 1, 2012

Final Examinations And Course Material Retention

Examinations

A final examination must be given at the time and day shown in the Final Examination Schedule. Requests for a waiver of time or day must be approved by the vice president for academic affairs; however, a final examination may be given only during "Finals Week." The documentation required by the vice president for academic affairs for consideration of change is a statement requesting the change (including specifics as to time, day and location) with the signature of the instructor and every member of the class. The academic unit head should underwrite the endorsement by his signature.

It is hoped that individual faculty members would try to explain to individuals or to classes the chaos that is created by rescheduling a final examination before he/she or the class spokesperson appeals to the Office of the Vice President for Academic Affairs.

Exceptions to this policy for individual students may be handled by the faculty member in the following cases: 1) student illness or other emergency; 2) student has more than three examinations schedule the same day; and/or 3) one examination time conflicts with another. Priority in the two last cases will be given to adjusting the lower numbered course(s) (i.e., the higher numbered course(s) should follow the published exam schedule).

Course Material Retention

Academic course materials—examinations (final and midterms), papers, projects, homework, etc.—will be retained for a minimum of two calendar years after completion of the course and for a maximum of no more than three calendar years after completion of the course. This retention period applies to academic course materials in both electronic and hard copy.

Academic course materials needed for assessment should be stored separately.

Waivers for the retention period should be addressed with the individual faculty member's dean.

Faculty who will no longer be teaching for Florida Tech should turn in their retained academic course materials to their academic department head.

This policy does not address document retention related to research and academic administration documents.

Policy For Reporting Substantive Changes

SUBJECT	APPLICABILITY	APPROVED BY	EFFECTIVE DATE
SUBSTANTIVE CHANGES	Accreditation	T. Dwayne McCay, Ph.D., President	Sept. 1, 2019

Substantive Change

A. Policy

Florida Institute of Technology is responsible for complying with the substantive change policy set forth by its accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Specifically, SACSCOC articulates an “Institutional Responsibility for Reporting Substantive Change”:

“...A member institution is responsible for following the

[Substantive Change for SACSCOC Accredited Institutions](#) policy and procedures by notifying or securing approval from SACSCOC, as required, prior to implementation. If an institution is noncompliant with the policy, its accreditation may be in jeopardy...”

SACSCOC defines substantive change as “a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, the form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus.
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs” (taken from SACSCOC substantive change policy)

B. Resources

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *Substantive Change for SACSCOC Accredited Institutions*; <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *The Principles of Accreditation: Foundations for Quality Enhancement*, Section 14.2; <http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>

C. Responsibilities

Responsibilities of Vice Presidents (all levels), Deans (and Associates) and Directors

Vice Presidents (all levels), Deans (and Associates), and Directors are responsible for

1. becoming familiar with policies and procedures in the SACSCOC substantive change document,
2. notifying the university-appointed Accreditation Liaison as early as possible about proposals that may be considered substantive changes,
3. providing the Accreditation Liaison with the supporting data and documentation necessary for reporting such changes to the SACSCOC,
4. adhering to any timeline set forth by SACSCOC for purposes of review and prior approval of substantive changes found at the end of this policy document.

Responsibilities of the university-appointed Accreditation Liaison

The university-appointed Accreditation Liaison is responsible for

1. providing the substantive change policy to all Vice Presidents (all levels), Deans (and Associates), and Directors on an annual basis,
2. maintaining a current copy of the SACSCOC policy on the university's Office of Institutional Research and Effectiveness website,
3. working with the Vice Presidents (all levels), Deans (and Associates), and Directors to determine whether a proposal is a substantive change and to generate the necessary letters, prospectus, and other documents for reporting to SACSCOC,
4. submitting the requested substantive change documents to SACSCOC, and
5. coordinating and necessary follow-up action.

D. Procedure For Approval And Notification Of Academic Changes

Responsible faculty members, chairs and deans must report substantive changes as defined in Table 1.

Failure to report according to the definitions will result in the delay of an offering. Requirements for Florida Tech and timelines for SACSCOC reporting and actions are defined in Table 1.

1. Responsible faculty members and chairs must notify the Dean of the college of the intent to enter into a substantive change.
2. The dean must then notify the Senior Vice President for Academic Administration (SVPAA) of the intent to enter into a substantive change. After consulting with the Accreditation Liaison, the SVPAA will provide conditional approval.
 - a. *Academic Programs*. The New Program Plan, with the completed budget, is conditionally approved by the SVPAA. The responsible party will then present their intent and all required signed paperwork to the appropriate curriculum committee, that is, the Undergraduate Curriculum Committee (UGCC) or Graduate Council. Their purpose is to evaluate the proposed change against university standards and academic policies and to make revisions as appropriate. If approved, the curriculum committee will

forward the required paperwork back to the SVPAA for final approval.

b. *Academic Agreement or New Site*. International academic agreements must be processed through the Office of the SVPAA. Authorization of all academic or new off-site agreements comes from the SVPAA.

3. Concurrently, the responsible faculty will provide substantive change information to the Accreditation Liaison who will coordinate the submission of notifications and other required materials to the SACSCOC.
4. The Accreditation Liaison will notify the President and the SVPAA of the submission of the substantive change notifications, prospectuses and other documentation to SACSCOC.
5. The Office of Institutional Research and Effectiveness (OIRE) disseminate the SACSCOC substantive change approvals and facilitate the submission of subsequent documentation requested by SACSCOC. The Accreditation Liaison will also keep all substantive change submissions on file.

E. Procedure For Approval And Notification Of Administrative Substantive Changes

Administrators who serve on Executive Panel must report substantive changes as defined in Table 2 below within the appropriate timeline to the SVPAA and Accreditation Liaison. Requirements for Florida Tech and timelines for SACSCOC reporting and actions are defined in Table 2.

1. Responsible academic or administrative offer must notify the Executive Panel of the intent to enter into a substantive change.
2. The Office of the SVPAA will provide substantive change information to the Accreditation Liaison who will coordinate the submission of notifications and other required material to SACSCOC.
3. The Accreditation Liaison will notify the President and the SVPAA of the submission of the substantive change notifications, prospectuses and other documentations to SACSCOC.
4. The OIRE will be responsible for disseminating SACSCOC substantive change approvals and facilitate the submission of subsequent documentation requested by SACSCOC. The Accreditation Liaison will also keep all substantive change submissions on file.

F. Late Notification

If an implemented but unreported change should occur that is determined to be substantive to the university, the appropriate Vice President (any level), Dean (or Associate) or Director must notify the university-appointed Accreditation Liaison immediately. The Accreditation Liaison must then notify SACSCOC according to the policy.

The current university-appointed Accreditation Liaison is Jessica L. Ickes, Associate Vice President for Institutional Research and Effectiveness, Phone 321-674-7569, email jickes@fit.edu.

Table 1: Procedures For Academic Substantive Changes

Types of Changes	SACSCOC			Florida Tech
	Prior Notification/ Approval	Documentation	Time Frame for contacting COC	Requirements/Notes

Initiating coursework or programs at a different level than currently approved	Approval	Application for Level Change	March 15 (June Review) Sept. 1 (Dec. Review)	Florida Tech is approved at the highest level (Level VI) to offer associate, baccalaureate, master's, education specialist, and doctoral degrees.
Expanding at current degree level (<i>significant departure from current program</i>)	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Requires New Program Plan, with completed budget, approval by the SVPAA, and by the appropriate curriculum committee.
***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	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Requires New Program Plan, with completed budget, approval by EVP/COO and by the appropriate curriculum committee
Initiating a certificate program at a new off-campus site at employer's request and on	Approval	Cover Sheet Modified Prospectus	Contact Commission Staff	Requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate

short notice (previously approved program)				curriculum committee.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	Approval	Cover Sheet Modified Prospectus	Contact Commission Staff	Requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	Notification	Acceptance of notification, copy of signed agreement and contact information	At least 6 months prior to implementation	1. Requires agreement signed by SVPAA 2. Requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
***Initiating dual or joint degree with at least one institution not accredited by SACSCOC	Notification & Approval	Acceptance of notification Copy of signed agreement, contact information, and details on non-SACSCOC institution	At least 6 months prior to implementation	
***Initiating dual or joint degrees involving program	Approval	Cover Sheet Prospectus Copy of signed	Jan. 1 for 7/1 to 12/31 implementation	

<p>expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program.</p>		<p>agreement, contact information, and details on non-SACSCOC institution</p>	<p>July 1 for 1/1 to 6/30 implementation</p>	
<p>Initiating off-campus sites where students 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 short notice)</p>	<p>Notification</p>	<p>Letter of notification including street address and implementation date</p>	<p>Immediately following decision</p>	<ol style="list-style-type: none"> 1. Requires agreement signed by SVPAA 2. If a new program is established, requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
<p>Initiating off-campus sites where students 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,</p>	<p>Approval</p>	<p>Cover Sheet Prospectus</p>	<p>Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation</p>	<ol style="list-style-type: none"> 1. Requires agreement signed by SVPAA 2. If a new program is established, requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate

and certificate programs that are not at employer's request and not on short notice)				curriculum committee.
***Adding a site under a U.S. military contract for a previously approved program	Approval	Cover sheet Modified Prospectus	Contact Commission Staff	
Altering significantly the length of a program	Approval	Cover sheet Modified Prospectus	Contact Commission Staff	Requires changing graduation requirements in a major/minor signed by Dean and approval by appropriate curriculum committee.
Initiating distance learning by offering 50% or more of the first program for the first time	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Florida Tech is approved to offer complete undergraduate and graduate-level programs via distance learning.
Initiating distance learning by offering 25–29% of the first program for the first time	Notification	Letter of notification including street address and implementation date	Immediately following decision	Florida Tech is approved to offer complete undergraduate and graduate-level programs via distance learning.
Initiating programs or courses offered through contractual agreement or consortium	Notification	Letter of notification & copy of signed agreement	Immediately following decision	Requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
***Initiating a	Notification		At least 6	

program or courses delivered through cooperative academic arrangement		Acceptance of notification Copy of signed agreement, contact information	months prior to implementation	
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 education program offered by the SACSCOC accreditation institution	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	<ol style="list-style-type: none"> 1. Requires agreement signed by SVPAA 2. If a new program is established, requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
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	Notification	Letter of notification & copy of signed agreement	Immediately following decision	<ol style="list-style-type: none"> 1. Requires agreement signed by SVPAA 2. If a new program is established, requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
Moving to an off-campus instructional site (serving the same geographic area)	Notification	Letter with old address, new address, and implementation date	Immediately following decision	None

Initiating degree completion programs	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Requires New Program Plan, with completed budget, and approval by the SVPAA and the appropriate curriculum committee.
***Initiating a direct assessment competency-based program	Notification (Screening Form) & Approval	Screening form and letter of notification. Prospectus may be required	Screening form if notification If prospectus needed: March 15 (June Review) Sept. 1 (Dec. Review)	
Closing a program , approved off-campus site, branch campus, or institution where the institution plans to each out its own students.	Notification & Approval	Description of teach-out plan included with letter of notification	Immediately following decision	None
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)	Notification & Approval	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification	Immediately following decision	Requires agreement signed by SVPAA

Table 2: Procedures For Administrative Substantive Changes

Types of Changes	SACSCOC			Florida Tech
	Prior	Documentation	Time Frame	Requirements/Notes

	Notification/ Approval		for contacting COC	
Initiating a branch campus	Approval	Cover Sheet Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Requires Board of Trustees approval
Altering significantly the educational mission of the institution	Approval	Cover sheet Modified Prospectus	Contact Commission Staff	Requires Board of Trustees approval
Initiating a merger/consolidation with another institution	Notification & Approval	Cover sheet Institutional Summary Prospectus	Notification Dec. 15 for June Review or June 1 for Dec. Review Documentation Due Dates March 15 (June Review) Sept. 1 (Dec. Review)	Requires Board of Trustees approval
Changing governance, ownership, control, or legal status of an institution	Notification & Approval	Cover sheet Institutional Summary Prospectus	Notification Dec. 15 for June Review or June 1 for Dec. Review Documentation Due Dates March 15 (June Review) Sept. 1 (Dec. Review)	Requires Board of Trustees approval

Relocating a main or branch campus	Approval	Cover Sheet; Prospectus	Jan. 1 for 7/1 to 12/31 implementation July 1 for 1/1 to 6/30 implementation	Requires Board of Trustees approval
Changing from clock hours to credit hours	Approval	Justification Equivalency calculation	Immediately following decision	Requires Board of Trustees approval
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to each out its own students.	Notification & Approval	Description of teach-out plan with letter of notification	Immediately following decision	None
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)	Notification & Approval	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification	Immediately following decision	Requires Agreement signed by SVPA
Acquiring an institution or location (including programs) of another institution	Notification & Approval	Cover sheet Institutional Summary Prospectus	Notification Dec. 15 for June Review or June 1 for Dec. Review Documentation Due Dates March 15 (June Review)	Requires Board of Trustees approval

			Sept. 1 (Dec. Review)	
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	Notification & Approval	Cover sheet Institutional Summary Prospectus	Notification Dec. 15 for June Review or June 1 for Dec. Review Documentation Due Dates March 15 (June Review) Sept. 1 (Dec. Review)	Requires Board of Trustees approval

Undergraduate Course Syllabi And Textbooks

Effective Date Jun 16, 2008

Undergraduate Course Syllabi And Textbooks

For each undergraduate course, the instructor should select a textbook and prepare a syllabus. The syllabus will be given to the student at the first meeting of the course. The instructor should, at a minimum, cover all the material listed in the syllabus and use the selected textbook for out-of-class reading. If the instructor cannot adhere to this policy, he/she should report the expected deviations to the academic unit head/program chair immediately. Uniformity, particularly in undergraduate prerequisite courses, helps preserve continuity.

The syllabus should contain:

- Course number (including section number if multi-section course), name and semester
- Instructor's name and official location, e-mail address (phone ext.)
- Textbook(s) and author(s) name, and edition, if applicable
- A week-by-week list of subject matter to be covered in the course
- Explanation of any term papers, projects or other requirements
- Grading procedures

All syllabi must include the attendance policy. Although there is no university-wide policy regarding penalties for non-attendance, students are expected to attend all classes.

All syllabi should contain a statement on academic honesty.

Copies of all syllabi and handouts must be on file in each academic unit office.