

III. STATEMENT OF PROCEDURES

1. Regional Accreditation

- a. In accordance with BOG regulation [3.006 Accreditation](#), UNF notifies the Florida Board of Governors of scheduled visits or any actions taken by SACSCOC related to UNF's compliance certification or interim report. Upon request, UNF provides copies of any institution response to SACSCOC.
- b. Reaffirmation and Fifth-Year Interim report activities are initiated at least two years in advance of submission of the certification compliance report.
- c. Periodic reviews of the publication of the representation of status are conducted by the SACSCOC Liaison, or designee.

2. Discipline Accreditation

a. College Notification

- i. Each college dean, or designee, must provide a copy of the certification letter for initial accreditation or accreditation reaffirmation to the Director for Academic Programs upon receipt from the discipline accrediting body.
- ii. Each college dean, or designee, must inform the Director for Academic Programs upon verbal or written notification of any visit scheduled or any action taken by a discipline accrediting body relating to the academic program's compliance certification or interim report.

b. Self-Study Reports, Related Materials, and Correspondence

- i. Accreditation self-study materials shall be submitted to the Director for Academic Programs three to four weeks prior to submitting the self-study materials to the accrediting body.
- ii. Accreditation follow-up materials and correspondence from the accrediting body with information about the accreditation review must be submitted to the Director for Academic Programs in a timely manner.
- iii. All accreditation materials are disseminated by the Director for Academic Programs to members of the Program Review Committee (PRC) for review and comment. Feedback will be provided to the college in a timely manner to assure submission compliance with the accrediting body. Concerns raised during the review process are submitted to the Provost who in turn discusses the concerns with the college dean.

c. On-campus Visit and Academic Program Review

- i. In accordance with UNF policy [2.0390P Academic Program Review](#), the accreditation self-study and on-campus visit serve as the external review of the academic program(s).
- ii. To assure active participation of the PRC, at a minimum, the PRC members should be included in the exit interview.

d. Annual Reporting and Publication

- i.** Each year, the Director for Academic Programs reviews the State University System Accreditation database and, when necessary, makes adjustments.
- ii.** Accreditation information is published in the University catalog and on the Academic Affairs discipline accreditation website.
- iii.** Periodic reviews of published discipline accreditation information are conducted to assure accuracy in representation of status.