



## State University System of Florida Institutional Accreditation Quarterly Reporting Template: Quarter 1

Section 1008.47(2)(b), Florida Statutes, requires the State University System institutions to provide quarterly reports to the Board of Governors of their progress in seeking institutional accreditation once the reaffirmation or fifth-year review by the current accreditor is complete.

Quarterly reports must be submitted via the information request system (<https://prod.flbog.net:4445/pls/apex/f?p=760>) by the close of business on the due dates indicated in Table 1.

**Table 1: Reporting Schedule**

Quarter	Due Date	Period Reported	Board Meeting Update
<b>1</b>	<b>October 16</b>	July – September	November
<b>2</b>	<b>January 9</b>	October – December	January
<b>3</b>	<b>April 3</b>	January – March	June
<b>4</b>	<b>July 3</b>	April – June	August/September

### Accreditor at Time of Submission

University informs the Board of Governors and the current accreditor that it has established membership with [accreditor] as of [date].

This item is not yet applicable.

## I. University Information

*Using Table 2, provide the requested university and contact information and indicate the reporting period for this update.*

**Table 2: University Information and Reporting Period**

<b>University:</b>	University of Central Florida
<b>Primary Contact Name:</b>	Timothy Letzring
<b>Primary Contact Email Address:</b>	Tim.Letzring@ucf.edu
<b>Accreditation Trigger Event Type &amp; Date:</b>	Fifth-year Interim Report—Approved by SACSCOC in December 2022
<b>Reporting Period (select one and indicate the year):</b>	<input type="checkbox"/> October – December 202_ <input type="checkbox"/> January – March 202_ <input type="checkbox"/> April – June 202_ <input checked="" type="checkbox"/> July – September 2024

## I. Accreditation Process Update

*Using Table 3, describe the activities, actions, and key dates in the accreditation process the institution has taken to seek and obtain accreditation from an agency or association recognized as suitable by the Board of Governors and recognized by the database created and maintained by the U.S. Department of Education (USDOE).*

*If there is no update to report, record “not applicable” for the description of progress.*

**Table 3: Accreditation Process Update**

**University notifies the USDOE of its intent to change the institutional accreditor and provides the requested accreditation and preaccreditation materials and reasonable cause to the USDOE**

**Description of progress:**

**December 19, 2022:** UCF submitted a request to USDE seeking approval to pursue institutional accreditation with the Higher Learning Commission. The communication, transmitted to [CaseTeams@ed.gov](mailto:CaseTeams@ed.gov), included a letter from UCF President Alexander Cartwright detailing reasonable cause for the request. It also included all supporting documentation required by USDE.

**June 2023:** UCF prepared a response letter to the USDE's request for additional information described below labeled May 2023. The letter was sent to the USDE on June 30, 2023.

**August 2023:** UCF sent a response email to USDE based on a request for information concerning the Trevor Colbourn Hall inquiry by SACSCOC (which was resolved in June 2020). UCF submitted the email response along with relevant attachments on August 31, 2023.

**University receives a response (approval, denial, comments) from the USDOE to apply for membership with a different institutional accreditor****Description of progress:**

**December 19, 2022:** Immediately following submission, UCF received an automated email response from the School Eligibility Service Group acknowledging receipt of the email transmission described above.

**December 23, 2022:** A subsequent email was received from Renee Gaudio, Institutional Review Specialist in USDE's Atlanta School Participation and Financial Analysis Division. The USDE representative stated the department would review UCF's request and provide a response at their earliest opportunity.

**May 2023:** On May 23, 2023, UCF received a letter from USDE responding to the December 19, 2022 letter submitted by UCF. The letter requested additional information to proceed with the reasonable cause review. There were 5 requests for additional information.

**August 2023:** Kathy Feith with USDE requested additional information from UCF regarding the Trevor Colbourn Hall inquiry by SACSCOC. The request was for communications between SACSCOC and UCF during the inquiry.

**August & September 2023:** On August 31, 2023 Kathy Feith with USDE confirmed receipt of the UCF email sent on August 31, 2023. On September 11, 2023, Ms. Feith acknowledged the information submitted was complete at this time.

**December 2023:** On December 7, Department of Education contact confirmed that it will not require any additional information from UCF and is continuing its work on the final determination.

**January 2024:** On January 9, 2024 the U.S. Department of Education sent a Reasonable Cause Determination for Changing Accrediting Agencies letter to UCF explaining that the university established reasonable cause to change its institutional accrediting agency to HLC.

**University applies for membership with a different institutional accreditor while maintaining current accreditation**

**Description of progress:**

**February 9, 2024:** Upon receipt of the Reasonable Cause Determination from the US Department of Education, UCF completed the initial application for membership and the Accelerated Process Application Evidence that initiates the formal process of seeking membership with the Higher Learning Commission (HLC).

**University receives response (approval, denial, comments) to the application for membership from a different institutional accreditor**

**Description of progress:**

**March 1, 2024:** UCF received an email letter confirming receipt of the materials submitted on February 9, providing a review and analysis of the materials, and affirming that UCF may proceed to the next step of seeking accreditation with HLC through the Accelerated Process for Initial Accreditation. The university has one year to complete the Preliminary Peer Review step in the accelerated process.

**August 29, 2024:** Scheduled the lock down date for submission of the Preliminary Peer Review for October 21, 2024.

**University notifies the USDOE of an approved application for accreditor membership**

**Description of progress:**

This item is not yet applicable.

**The USDOE provides written acknowledgment of the change in institutional accreditor**

**Description of progress:**

This item is not yet applicable.

**Additional Information/Comments**

UCF has no additional information or comments.