Dr. James Bernard Machen  
President  
University of Florida  
226 Tigert Hall  
P. O. Box 113150  
Gainesville, FL 32611  

Dear Dr. Machen:  

The following action regarding your institution was taken at the December 2003 meeting of the Commission on Colleges:  

The Commission reaffirmed accreditation and requested a First Follow-Up Report due September 22, 2004, addressing the visiting committee's recommendations cited in the following sections of the *Principles*:  

**Section 3.3.1 (Institutional Effectiveness), Recommendation 2**  
The Commission concluded that the University had not yet completed the process of establishing an official statement of purpose within all of the publications that include a reference to the institution's purpose. Therefore, the Commission requests that the University provide documentation that its official statement of purpose is presented consistently in all appropriate publications.  

**Section 3.3.1 (Institutional Effectiveness), Recommendation 3**  
The University's response indicates that the process of planning and evaluation has begun in these service areas but that "the full implementation of this process will be complete in 2003-2004." Thus, the Commission requests an additional report verifying that each administrative and educational support units has established goals and that the evaluations of those goals have resulted in the enhancement of the services provided by those units.  

**Section 3.3.1 (Institutional Effectiveness), Recommendation 4**  
The Commission observed that the University has established a schedule for the regular external reviews of its institutional research function; however, the next such review is not scheduled until 2006. Meanwhile, the University also appears to have begun a system of internal review of the institutional research function, but that internal survey in 2002 is not sufficient to demonstrate that such reviews are conducted regularly. Consequently, the Commission requests the University to provide a documented analysis of the extent to which its review of its institutional research function is in compliance with the requirements of the Commission on Colleges.
As you know, the Principles of Accreditation became effective January 1, 2004. The Commission's December 2003 actions were taken under the Criteria for Accreditation. The above action requiring a future report refers to the applicable section of the Principles. (An abbreviated copy of the Principles is enclosed for your reference.)

Guidelines for the additional report also are enclosed. Because it is essential that institutions follow these guidelines, please make certain that those responsible for preparing the report receive them. If they have questions about the format, contact the Commission staff member assigned to your institution. When submitting your report, please send the original and three copies to your Commission staff member.

Please note that Federal regulations and Commission policy stipulate that an institution must remedy deficiencies within two years following the Commission's initial action on the institution. At the end of that two-year period, if the institution is not in compliance with the Principles of Accreditation, representitives from the institution may be required to appear before the Commission, or one of its standing committees, to answer questions as to why the institution should not be removed from membership. If the Commission determines good cause at that time, the Commission may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. If the Commission does not determine good cause, the institution must be removed from membership. (See enclosed Commission policy "Sanctions, Denial of Reaffirmation, and Removal from Membership.")

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

James T. Rogers
Executive Director
Commission on Colleges

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Enclosures

cc:  Dr. David A. Carter