

## Professional Accreditation Support and Procedure

The Office of Academic Affairs is committed to supporting academic program accreditation and has established the following procedure to ensure appropriate communication with academic departments concerning the accreditation process:

### For Existing Accreditation:

1. Programs preparing for an upcoming professional accreditation review or action must make the Office of Academic Affairs aware, in writing.
2. Programs must submit all professional accreditation reports (annual reports, self-studies, etc.) for review, including appendices, to the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment at **least three weeks prior to the date its due**.
3. Copying the dean to the email indicates support from the dean.
4. Units must notify whether a signature from the President and/or Provost is required **at least three weeks prior to the date its due**. If the report requires a signature from the program director/chair/dean, those individuals must sign before it is submitted for the President and/or Provost. Programs must indicate if the required signature will be:
  - a. Via a link in the portal: Programs must provide the username and password information.
  - b. Hard copy: the scanned file must be submitted within the email request.
5. The Office of Academic Affairs will review the files and may provide suggestions for consideration, whereby programs will respond to those suggestions and resend final files.
6. Programs upload final files on to their respective professional accreditation's SharePoint **site within 2 business days** of submission.
7. Any official correspondence that is received thereafter must be sent to the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment and uploaded on to your respective professional accreditation's SharePoint site **within 24 hours**.
8. If at any time, concerns or potential weaknesses are noted in any program accreditation document/communications, the Provost and Executive Vice President for Academic Affairs, Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation, and the Director of Professional Accreditation and Assessment must be notified in writing **within 24 hours**.

### For Initial Accreditation Consideration:

1. To propose an initial accreditation (program or university designation), programs must meet with the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment for an introductory meeting to discuss the readiness for standard compliance, resources, timeline, and any necessary document creation (candidacy reports, self-study, etc.). After that meeting, you will prepare a proposal requesting Provost approval through the Office of Academic Quality, Assessment and Accreditation. Proposals may be referred to the Office of Finance and other units as needed for input.