

SUGGESTED TIMELINE
for Program Review Activities
(Abbreviated process for programs with specialized accreditation)

Activity to be Completed	Activity
Check APC web site for procedures necessary for Specialized Accreditation.	Submit appropriate documents to Academic Affairs as required.
Within 1 month after Planning Form III has been submitted to APC.	Academic Audit Conducted; Initial Findings Sent to Department Chair for review; Meeting with Department Chair to review accuracy of audit.
Within 1 month of meeting with Department Chair	Final Audit summary sent to department chair and dean.
Within 1 month of receiving accreditation or re-affirmation documents.	The abbreviated program review process begins once all documents have been completed and received including a letter from the accrediting agency indicating accreditation or re-affirmation of accreditation. SWOT Analysis completed by program faculty; Submit materials to Dean. Working with program leadership, dean schedules time with provost for culminating conversation.
Within 1 month of receiving documents from program leadership	SWOT Analysis completed by dean or designee and forwarded to provost office.
Within 2 months of receiving documents from dean	Culminating conversation with provost.
Within 2 months of culminating conversation.	Final feedback from provost sent to dean and copies sent to others present at culminating meeting.