

Office of Academic Affairs
Specialized Accreditation: Steps for Initial and Re-Accreditation

Notification of Initial or Re-Accreditation

1. The Department/Unit must notify the Academic Planning Council (APC) at least six (6) months prior to the date the self-study documents are to be sent to the accrediting agency. Planning Form III: Specialized/Professional Accreditation Review must be completed and submitted for APC review (<http://academicaffairs.cmich.edu/apc/Word/AccreditationReviewForm.doc>). Submit an electronic copy to Leslie Devine at devinlk@cmich.edu.
2. Once the APC approves the request for accreditation review the department/unit should contact the Vice Provost office (WA 312, 774-3632) to arrange a meeting to discuss the proposed timeline for preparing the self-study documents, the role of the Vice Provost office in the accreditation process and the anticipated date of the site evaluation team visit.

Self-Study Document

1. The proposed self-study document must be reviewed by the Vice Provost office before the department/unit submits the final materials to the accrediting agency.
2. The proposed self-study document should be sent to the Vice Provost office, WA 312 at least ten (10) days prior to the self-study due date to allow for appropriate review, feedback and changes. Departments/units should not make the required copies for the accrediting agency until after the final review by the Vice Provost office.
3. The department/unit must submit a copy of the final self-study documents to the Vice Provost Office for inclusion in program files. The copy need not be bound or placed in a ringed binder.
4. Self-study documents needing a letter and/or signature from the provost and/or president must submit the required documents to the Vice Provost office at least two (2) weeks prior to the mailing of the self study document.

Site Visit

1. The department/unit must inform the Vice Provost office of the schedule of the site evaluation team visit.
2. Departments/units must submit an E-Accreditation Preview one (1) week prior to the visit to the Vice Provost office (<http://academicaffairs.cmich.edu/Accreditation/E-ACCREDITATIONPREVIEW.doc>).
3. Evaluation teams requiring meetings with the provost and/or president must coordinate these sessions with the Vice Provost office. A member of the Vice Provost office will be included in the entrance and exit meetings with the provost and/or president. If site evaluation visits do not require a meeting with the provost and/or president, it is suggested that a member of the Vice Provost office be involved with entrance and/or exit meetings with the dean, department chair and/or program director.

Final Report

1. A copy of the evaluation team's final report must be submitted to the Vice Provost office. The Vice Provost office will assist departments/units with drafting a rejoinder, if necessary. All communications should be reviewed by the Vice Provost office prior to submitting to the accrediting agency.
2. Copies of all communications between the department/unit and the accrediting agency must be provided to the Vice Provost office.

Questions should be directed to the Vice Provost office, Academic Affairs, Warriner 312, 774-3631.

CHECKLIST FOR ACCREDITATION REVIEW

Notification of Initial or Re-Accreditation

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Submit APC Planning Form III		
<input type="checkbox"/> Arrange meeting with Vice Provost office		

Self-Study Document

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Self Study document sent to Vice Provost office for review (at least 10 days prior to self-study due date)		
<input type="checkbox"/> Letter and/or cover page needing provost/president signature sent to Vice Provost office		
<input type="checkbox"/> Self-study document finalized		
<input type="checkbox"/> Self-study document mailed and copy sent to Vice Provost office		

Site Visit

Steps in Process	Date Completed	Comments
<input type="checkbox"/> E-Accreditation Preview sent to Vice Provost office. (At least 1 week prior to visit)		
<input type="checkbox"/> Draft complete for site visit		
<input type="checkbox"/> Site visit timetable finalized		

Final Report

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Final report shared with Vice Provost office		
<input type="checkbox"/> Rejoinder drafted, copy sent to Vice Provost office and agency		
<input type="checkbox"/> Copy of final report and accreditation status sent to Vice Provost office		