

**CENTRAL MICHIGAN UNIVERSITY  
SPECIALIZED/PROFESSIONAL ACCREDITATION  
STEPS FOR INITIAL AND REACCREDITATION**

Notification of Initial or Reaccreditation

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. Complete the Request to Seek Accreditation/Reaccreditation and submit electronically to Leslie Watters at [devin1lk@cmich.edu](mailto:devin1lk@cmich.edu).
2. After the APC reviews the Request to Seek Accreditation/Reaccreditation document the department/unit should contact the Senior Vice Provost/Academic Affairs (WA 312, 774-3632) to arrange a meeting to discuss the proposed timeline for preparing the self-study documents, the role of the Senior Vice Provost's 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 Dean and then the Senior Vice Provost/Academic Affairs before the department/unit submits the final materials to the accrediting agency.
2. The proposed self-study document should be forwarded to the Senior Vice Provost/Academic Affairs, WA 312 by the dean at least two weeks prior to the self-study due date to allow for appropriate review, feedback, and changes. Materials may not be submitted to the accrediting agency prior to receiving approval from the Senior Vice Provost/Academic Affairs.
3. The department/unit must submit a copy of the final self-study documents to the Office of Academic Affairs ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)) for inclusion in program files. A complete and well organized electronic copy is preferred.
4. Self-study documents needing a letter and/or signature from the Provost and/or President should work with the Senior Vice Provost/Academic Affairs at least three weeks in advance of the due date. The Senior Vice Provost will approve the letter and request the required signatures.

Site Visit

1. The department/unit must inform the Office of Academic Affairs office of the schedule of the site evaluation team visit.
2. Departments/units must complete the Accreditation Site Visit Preview form and submit it to the Office of Academic Affairs ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)) one week prior to the visit.
3. Evaluation teams requiring meetings with the Provost and/or President must coordinate these sessions with the Senior Vice Provost's office. The Senior Vice Provost/Academic Affairs will be included in the entrance and exit meetings with the Provost and/or President if appropriate.

Final Report

1. A copy of the evaluation team's final report must be submitted to the Office of Academic Affairs. All communications, including responses to the report, should be reviewed by the Senior Vice Provost/Academic Affairs 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 Senior Vice Provost's office.
3. The letter from the accrediting agency indicating accreditation status must be on file in the Office of Academic Affairs ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)).

Questions should be directed to the Senior Vice Provost ([davis1ir@cmich.edu](mailto:davis1ir@cmich.edu)) or [devin1lk@cmich.edu](mailto:devin1lk@cmich.edu), Academic Affairs, Warriner 312, 774-3632.

## CHECKLIST FOR INITIAL OR REACCREDITATION REVIEW

### Notification of Initial or Reaccreditation

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Submit the Request to Seek Accreditation/Reaccreditation		
<input type="checkbox"/> Arrange meeting with Senior Vice Provost/Academic Affairs		

### Self-Study Document

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Self Study document sent to Senior Vice Provost for review (at least 2 weeks prior to self-study due date)		
<input type="checkbox"/> Letter and/or cover page needing Provost/President signature sent to Senior Vice Provost		
<input type="checkbox"/> Self-study document finalized		
<input type="checkbox"/> Self-study document submitted and copy sent to Office of Academic Affairs		

### Site Visit

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Accreditation Site Visit Preview form sent to Office of Academic Affairs (at least 1 week prior to visit.)		
<input type="checkbox"/> Site visit timetable finalized		

### Final Report

Steps in Process	Date Completed	Comments
<input type="checkbox"/> Final evaluator's report shared with Senior Vice Provost		
<input type="checkbox"/> Rejoinder drafted. Sent to Senior Vice Provost office for review		
<input type="checkbox"/> Rejoinder submitted		
<input type="checkbox"/> Copy of final report and letter of accreditation status sent to Office of Academic Affairs		