

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

Notification of Initial or Reaccreditation

1. The department/unit seeking accreditation or reaccreditation must seek approval from their Dean and then 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 form](#) and submit it 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 their Dean's office to arrange a meeting to discuss the proposed timeline for preparing the self-study documents and the anticipated date of the site evaluation team visit. The agreed upon timeline should be submitted to the Senior Vice Provost/Academic Affairs office ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)).

Self-Study Document

1. The proposed self-study document must be reviewed by the Dean, or college designee, and then the Senior Vice Provost/Academic Affairs before the department/unit submits the final materials to the accrediting agency.
2. An editable electronic version of the proposed final self-study document, once reviewed and approved by the Dean, should be forwarded to the Senior Vice Provost/Academic Affairs office by the Dean at least two weeks prior to the self-study due date to allow for review. The role of the Senior Vice Provost/Academic Affairs is not to act as an editor for the document nor evaluate and comment on the accuracy of all information contained within the self-study; this is the department/unit and Dean's responsibility. The Senior Vice Provost/Academic Affairs will provide, where appropriate, comments and suggestions for consideration as to whether the information provided addresses the accreditors criteria. 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 Senior Vice Provost/Academic Affairs office ([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 contact the President and/or Provost's office at least three weeks in advance of the due date to coordinate signature of the letter. A signed copy of the letter must be submitted to the Senior Vice Provost/Academic Affairs office ([devin1lk@cmich.edu](mailto:devin1lk@cmich.edu)) for inclusion in program files. An electronic copy is preferred.

Site Visit

1. The department/unit must inform the Senior Vice Provost/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 Senior Vice Provost/Academic Affairs office and President and/or Provost as appropriate one week prior to the visit.

3. Evaluation teams requiring meetings with the President, Provost, and/or Senior Vice Provost/Academic Affairs must coordinate these sessions with the appropriate office directly. 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 Senior Vice Provost/Academic Affairs office. All communications, including responses to the report, should be reviewed by the Dean's office and the Senior Vice Provost/Academic Affairs' 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 Dean and the Senior Vice Provost/Academic Affairs offices.
3. The letter from the accrediting agency indicating accreditation status must be on file in the Dean and the Senior Vice Provost/Academic Affairs offices.

Questions regarding this process should be directed to the Senior Vice Provost/Academic Affairs office ([devin1k@cmich.edu](mailto:devin1k@cmich.edu)) 774-3632.