

WESTERN MICHIGAN UNIVERSITY

PROGRAM ACCREDITATION PROCESS CHECKLIST

The Office of Institutional Effectiveness oversees the procedure and maintains a complete document history of academic program and institutional accreditations, licensure, and certification at Western Michigan University. Academic departments and institutional service areas are required to submit copies of all documentation related to the current accreditation cycle (see below). The Office of Institutional Effectiveness is authorized to reimburse academic departments for annual accreditation fees processed through fund 11 accounts. *The Office of Institutional Effectiveness will not reimburse annual accreditation fees in the event the program does not comply with submission of draft self-study reports (including appendices) to the Vice Provost for Institutional Effectiveness and the Provost/VP for Academic Affairs a minimum of one month prior to submission of the final document to the accrediting body.* Please direct requests for reimbursement to the Project Coordinator for Institutional Effectiveness, B125 Henry Hall, mail stop: 5253.

NOTE: Departments have sole responsibility for costs related to accreditation site visits or fees for membership in professional organizations which provide program approval (as distinguished from accreditation). The Office of Institutional Effectiveness is not authorized to reimburse institutional service areas for annual accreditation, licensure, or certification fees.

PROCEDURES

PLEASE SCHEDULE THE FOLLOWING:

- No later than one month prior to the submission of the self-study document, submit a copy of the draft self-study report, including all appendices, to the Vice Provost for Institutional Effectiveness and the Provost/VP for Academic Affairs. Failure to do so will result in denial of the request for annual accreditation fee reimbursement.
- A meeting, approximately two weeks prior to the site visit, with the Provost/VP for Academic Affairs and Vice Provost for Institutional Effectiveness for briefing on the visit
- A meeting with the Provost/VP for Academic Affairs and Vice Provost for Institutional Effectiveness to meet with site visit team members

PLEASE SUBMIT THE FOLLOWING DOCUMENTATION:

- Copy of letter from the reviewing agency that indicates when the program will be under review and requests the self-study and other administrative items (e.g., application, fees, site visit schedule).
- Copy of the final draft of the self-study report (as submitted to the accrediting agency). Self-study reports demonstrate an academic department's ability to conform to an accrediting agency's standards and guidelines.
- Copies of all reports and correspondence from accrediting agency (e.g., site visit team report, agency response to self-study report, response to interim report submission, letters requesting additional information to satisfy standards or guidelines).
- Copies of all reports and correspondence to accrediting agency (e.g., required rejoinders, interim reports).
- Copy of the accreditation letter confirming the program's accredited status, period for which the program will be accredited, and the date of the next program review.
- Copy of the accrediting agency's public release policy, which includes the specific language for use in print or electronic publication. For example, when referring to WMU's affiliation with the Higher Learning Commission in catalogs, advertisements, brochures (including recruiting brochures), letterhead, and other print or electronic publications, the following text must be included with the website and telephone number, as required by the Commission:

**Accredited by The Higher Learning Commission
and a member of the North Central Association.
www.ncahigherlearningcommission.org
1-800-621-7440**

Please visit <http://www.wmich.edu/poapa/accreditation/program-accreditation.html> for a list of accrediting, licensing and certification agencies.

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