

## **II.9 Timeline for development of the Self-Study**

(See II.1.3 for comprehensive review schedule timeline.)

24 months before scheduled site visit	<ul style="list-style-type: none"> <li>• The program invites COA to review the program.</li> <li>• Areas of emphasis for comprehensive review and three (3) sets of dates for the review are submitted to the Director.</li> </ul>
18 months before site visit	<ul style="list-style-type: none"> <li>• ERP Chair is appointed.</li> </ul>
12 months before site visit	<ul style="list-style-type: none"> <li>• The Program Head sends a plan for the Self-Study to the OA Director and the Chair.</li> <li>• Conference call with the Program Head, the OA Director, and the ERP Chair to discuss Plan.</li> </ul>
4 months before site visit	<ul style="list-style-type: none"> <li>• The Program Head submits a draft of the Self-Study to be reviewed by the OA Director and each ERP member.</li> <li>• The ERP Chair and the OA Director consult with the Program Head regarding the draft to ensure that the Self-Study addresses the standards and contains sufficient information and evidence to conduct an effective review.</li> <li>• The ERP Chair and the Program Head begin drafting an agenda for the visit.</li> </ul>
6 weeks before site visit	<ul style="list-style-type: none"> <li>• The ERP Chair notifies the Program Head of documents needed on site for the review.</li> <li>• The Program Head submits the final Self-Study to be reviewed by the OA Director and each ERP member.</li> <li>• The ERP Chair and the Program Head finalize the agenda for the site visit.</li> </ul>
No later than 10 weeks before the COA meeting	Site visit
3 weeks after site visit	<ul style="list-style-type: none"> <li>• The ERP Chair sends a draft of the ERP Report to the Program Head, the panel members, and the Director. Each recipient is invited to offer corrections of fact to the report.</li> </ul>
4 weeks after site visit	<ul style="list-style-type: none"> <li>• The Program Head sends any factual corrections to the ERP Report to the ERP Chair and the Director.</li> </ul>
5 weeks after site visit	<ul style="list-style-type: none"> <li>• The ERP Chair sends the final ERP Report to the Program Head, the Director, and all ERP members.</li> </ul>

*Accreditation Process, Policies, and Procedures, fourth edition*

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6 weeks after site visit

- The Program Head sends an optional response to the ERP Report to the OA Director and the ERP Chair. The ERP Chair sends copies of the response to each ERP member.

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At the next regularly scheduled COA meeting

- The ERP Chair and the Program Head and/or other representatives of the school meet with the COA.
- The COA considers all the information and makes the accreditation decision.

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10 days after the COA decision

- The Office sends the COA Decision Document to the Program Head and the CEO of the institution within 10 calendar days of the end of the COA meeting at which the decision was made.

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*Revised June 3, 2019*