



## Communicating with Academic Program Quality (APQ) throughout the Application and/or Self-Study Process for Programmatic Accreditation

DATE	ACTION
October of each year	<b>APQ's Annual Status Update</b> APQ maintains an inventory of accredited programs to support institutional transparency and required public disclosures. In October of each year, APQ verifies the accreditation status and accreditation timeline of each academic program, however, changes to a program's accreditation status should be communicated immediately upon notice to the company.
1 year prior to submission	<b>Programmatic Accreditation Preparation Form</b> Based on the dates provided in the annual status update, APQ will send a preparation form to programs that are seeking accreditation or reaffirmation. We ask that units complete the form to the best of their knowledge and inform us of any updates or changes that arise throughout the process.
6 months prior to submission	<b>Applying for Initial Accreditation</b> Units should notify APQ <b>a minimum of six months</b> prior to applying for initial accreditation. This allows all parties adequate time to collaborate on a successful outcome. APQ must review the application and self-study prior to its submission to the accreditor. If the president's and/or provost's signatures are required, provide ample time (2-3 weeks, minimum) for APQ to obtain them.
4 months prior to submission	<b>APQ Resources Sent</b> APQ will send reminders and resources to the program four months prior to the due date, based on the information provided in the Programmatic Accreditation Preparation Form. This is also a good time for the program to update APQ on any changes to dates or requirements.
8 weeks prior to submission	<b>Dean Self-Study Report Review</b> The college dean or designee should review and approve the self-study prior to APQ's review (completed on behalf of the provost).
4 weeks prior to submission	<b>APQ Self-Study Report Review</b> APQ reviews self-study reports prior to their submission to the accrediting agency primarily to ensure that the university is described in consistent terms with regard to its mission, governance structure, financial and physical resources, and institutional policies and procedures. Submit the report, including all appendixes, to APQ <b>at least one month prior</b> to the date it is due to the accreditor.
4 weeks prior to submission	<b>APQ Obtains Signatures from Leadership</b> If any signatures are needed from the president or provost to submit the application or self-study, please notify APQ immediately and provide at least 2-3 weeks to obtain the signature(s). Notify APQ whether the signature can be digital or wet.
Upon submission	<b>Send APQ the Final Application and/or Self-study Report</b> APQ retains final reports for institutional record-keeping purposes. Send APQ the final supporting documents when it is complete and has been submitted to the accreditor.
Upon receipt	<b>Correspondence from the Accreditor</b> Send APQ a copy of all official correspondence sent to and received from the accreditor, such as: <ol style="list-style-type: none"><li>letter affirming any accreditation action and supporting reports</li><li>committee evaluation reports</li><li>other formal correspondence relating to an accreditation review</li></ol>
1 month prior to submission	<b>Program Responses to Areas of Noncompliance</b> Send APQ a copy of any reporting needed regarding areas of noncompliance. APQ will need <b>at least one month</b> to review subsequent reports and provide feedback to the unit when the programmatic accreditor requests additional information or if the program is found to be in noncompliance.