



Site Visit Planning Requirements

Provide the required information below to Academic Program Quality (APQ) within the published timeline. Note that the executive summary, on-site meeting updates, and the itinerary are provided to the senior administrators (e.g., president, provost, deans of graduate or undergraduate colleges) that will be participating in the process. It should be clear and concise.

ACTION	DATE	NOTES
Notify APQ of an upcoming on-site review.	As soon as you are notified by the specialized accreditor	<ul style="list-style-type: none"> For planning purposes, notify APQ a minimum of six months in advance of a new application for accreditation or reaffirmation of accreditation.
Notify APQ of the date of the on-site visit and confirm with your accreditor which senior administrators (president and provost) are required to meet with the evaluators during the onsite visit.	Six months prior to on-site visit	<ul style="list-style-type: none"> APQ will facilitate the scheduling of the meetings with the appropriate senior administrators. Note that depending on the senior administrators' availability, which can change rapidly, a designee may be assigned to meet with the evaluators. In addition, a senior administrator is often required to attend the onsite visit exit report. The deans of the graduate and undergraduate colleges (whichever is appropriate for the program being reviewed) will also meet with the site visit evaluators. Since programs with specialized accreditation have a streamlined academic program review process, this meeting allows the deans to hear directly from the evaluators. The meeting with the appropriate dean may be scheduled with the provost or as a separate meeting. The deans may also wish to be invited to the opening and closing meetings with the site visit team.
Submit an executive summary and update for administration form to APQ.	One month prior to on-site visit	<ul style="list-style-type: none"> The executive summary should be a maximum of two pages for unit reviews or up to four pages for college-wide reviews. APQ will send the form six weeks before the site visit.
Submit a final on-site review itinerary to APQ	Two weeks prior to on-site visit	<ul style="list-style-type: none"> Submit itinerary to APQ highlighting times when the president, provost, and dean of the graduate or undergraduate college will be meeting with the on-site visitors. Include name, title, institution, picture, and brief biography of the onsite visitors.