

<b>Key Dates</b>	
<b>Two Years prior</b>	APAP meets with Chairs/Directors of programs to discuss accreditation procedure and provide guidance in creation of a timeline in accordance with the accrediting agency requirements. The program will begin to collect data on student learning and outcomes for insertion into the application.
<b>One Year prior</b>	Programs compile documents to complete the accrediting agency application or self- study.
<b>One Month prior</b>	The program submits completed application to APAP at least one month prior to date due to the agency.
<b>One Week prior</b>	APAP returns application for revision or submission.
<b>Prior to Site Visit</b>	Programs must schedule appointments with administration and accrediting agency site visitors. Administration required to attend meetings are determined by the agency. Normally, the Provost and APAP are represented. Some agencies, however, require Chancellor representation. These meetings must be calendared as soon as recommended site visit dates are assigned to the Program. Early scheduling ensures meetings can be scheduled on specific dates.
<b>Site visit</b>	Accrediting agency will visit program and interview appropriate faculty, staff, and/or students. Site visitors will also meet with the APAP and Provost.
<b>After Site visit</b>	Accrediting agency will notify the Program of results of visit with a report. Program may be required to respond if compliance to agency standards are questioned. Program must submit report and response to APAP.
<b>Accreditation</b>	Accrediting agency will notify program of accreditation decision. Programs must forward decision to APAP immediately.
<b>Status granted</b>	Program can advertise accreditation status in the recruitment materials. Copy of official notification of status must be submitted to APAP. APAP will report status to IBHE.
<b>Status denied</b>	Program must contact APAP immediately. All reference to accrediting agency must be removed from Program/College websites and recruitment materials. APAP will remove all reference to accreditation status from University maintained websites and publications. APAP will notify the IBHE and Higher Learning Commission of the status (required.)