Preparing for your Expedited Report
Guidelines for Accredited Programs
(created Oct. 8, 2014)

The CSULB Academic Policy on Program Review requires all degree-granting programs, including nationally and regionally accredited programs, to undergo periodic program review.

This sheet will provide guidelines for your program to follow as it prepares for (re) accreditation.

1. Program Review follows your accreditation cycle, but not to exceed 10 years;
2. Spring term, the Vice Provost sends the annual themes letter notifying programs they are scheduled for review;
3. Accredited programs should respond by sending a formal request to the Vice Provost their intent to use their accreditation self study in lieu of the traditional self study;
4. The accredited program schedules its site visit with its accrediting agency;
5. The accredited program sends the following documents to the Vice Provost for Academic Affairs, the Director of Program Review and Assessment, and the Chair of PARC:
   a. Accreditation Self Study;
   b. Site visitors' report;
   c. Preliminary letters and correspondence from Accrediting Body;
   d. Response(s) to Accreditation correspondence;
   e. Accreditation Action Letter regarding the request for accreditation;
   f. And, any additional information / data required by the University that is not in your self study (see the template "Elements of the Self Study for Program Review of Degree Granting Programs" for guidance).
6. Once these documents are received, PARC will assign a University Program Review Committee to review the material and produce a report with recommendations to the Council.
7. Once complete, the Internal Report will be sent to the program for fifteen working days. Programs have the opportunity to correct any factual errors at this point.
8. PARC will schedule a time certain for presentation of the report to which representatives from the department and the College Dean are invited.
9. After PARC accepts the internal report and all of the accreditation documents, the Vice Provost for Academic Affairs begins drafting the Memorandum of Understanding (MOU).
10. MOU process.