

FORM E
BOARD OF REGENTS
INSTITUTIONAL PROCESS TO REPORT ACCREDITATION ACTIVITIES
JULY 1, 2015

Name of institution: _____

Title of Program(s) accredited _____

Title of Department accredited _____

Degree Abbreviation(s) (e.g., B.S., B.A., M.A.): _____

Contact person: (name, telephone, and e-mail) _____

Date submitted: _____

- Submit all accreditation reports on programs, colleges, and the institution to the Board Office (ATTN: Diana Gonzalez).
- Accreditation reports need to be sent to the Board Office as soon as possible after final agency action has occurred.
- Identify the specific degree program(s) that underwent the accreditation process.
 - Provide a brief description of each program that underwent the accreditation process.
- Institutions need to submit complete documentation of the accreditation process, including the following:
 - Name of accrediting agency; summary of accrediting standards/guidelines
 - Brief summary of internal review process, including the preparation of a self-study and the participation of faculty
 - Date(s) of site team visit
 - Site team report
 - Institutional correspondence to agency, including responses regarding factual errors in the site team report
 - Changes to site team report if any occurred
 - Final letter of approval or accreditation, including length of accreditation, date of next scheduled visit, requirements (e.g., interim report, visit, standards, etc.)
 - Other pertinent correspondence between institution and agency
 - Other pertinent information about accreditation process, such as maximum term of accreditation possible
 - Changes implemented resulting from the accreditation report; time frame for future implementation of required changes
- After completing a review of the accreditation documents, the Board Office will schedule the accreditation report on the Board of Regents meeting agenda. For the review meeting, at a minimum, the Power Point presentation should include demographic information regarding each program and should address the status of recommendations included in the agency report.