POLICY AND PROCEDURE

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Accreditation</th>
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**Policy Statement:**
Goodwin University’s policy is to attain specialized programmatic accreditation for all academic programs when required. The University catalog and website provide information to the public about individual academic programs and their accreditation status.

**Procedure Details:**
1. **Program Director**
   The Program Director, in consultation with their respective Dean and approval of the Provost and Dean of Faculty, is responsible for making the initial contact and maintaining ongoing communication with the programmatic accrediting agency. All official, written communication with an accreditor must be reviewed by the Office of Institutional Effectiveness (OIE) and the Provost and Dean of Faculty prior to mailing. The Program Director monitors and adheres to deadlines set forth by the programmatic accrediting agency, and submits all self-studies and progress reports with required documentation and exhibits to the accrediting agency. These deadlines include submissions for initial accreditation and final accreditation self-studies, site visit team report responses and ensuring progress reports. Additionally, the Program Director and Dean must appropriate funds into their annual budget to fund costs associated with accreditation, such as external reviews, site visits, etc.

   In each case, the Program Director will:
   - Draft all official correspondence and reports related to the programmatic accreditation agency.
   - Use official University statistics on the program located on the data reports drive. In the event that the Program Director has additional data, the information must be reviewed and substantiated by the OIE. The department and the OIE should maintain copies of data reports and correspondence.
   - Work with the OIE in the following manner:
     - Submit data requests via School Dude
     - Submit reports for final editing/review through email
     - Copy the OIE, Dean, and Provost on official correspondence with the accreditor
     - Inform the OIE if a program is placed on probation
       - If a program is placed on probation, the Program Director follows the same procedure used to complete self-study and progress reports. In addition, the Program Director and chair should prepare a formal update and request for resources to cabinet
       - Include the OIE on any committees or other organizational meetings related to seeking and maintaining professional accreditation.
   - Ensure that any information on the University website is current. Copy OIE staff when accreditation-related update requests are made of the Communications department.
Apprise the department chair and OIE of significant dates (e.g., self-study, progress report and site visit dates).

2. **Office of Institutional Effectiveness**
   
   The OIE staff serves as a resource to Program Directors and Deans as they seek, maintain, or discontinue programmatic accreditation. Within the OIE, the following processes occur:
   
   - Institutional Research responds to School Dude requests to provide official data in a timely manner.
   - The OIE staff reads drafts of submitted accreditation reports and suggests necessary edits. The Program Director will then send the document to their Dean, who reviews and forwards to the Provost for final approval.
   - The OIE maintains a paper and electronic record of official correspondence with regional and professional accreditation agencies. The OIE will use Outlook to schedule reminders for the Program Director and Dean when a self-study or progress report is due. The OIE will also work with the Program Directors to maintain a centralized calendar with information about the accreditation cycle, including self-study and site visit dates.
   - The OIE will work with the programs to guide them through the initial professional accreditation process (e.g., work with a consultant to review self-study drafts, design a mock site visit, and review plans for the official accreditation visit). While the programmatic department is ultimately responsible for these tasks, the OIE will provide consulting services to help ensure the accreditation efforts are successful.

Finally, the OIE manages the state and regional accreditation process. The office ensures that all initial licensure applications, accreditation and progress reports are completed with the appropriate University personnel and submitted in a timely manner.

**Publish Policy Statement** (click on box next to option-select all that apply):

- ☒ University Catalog
- ☐ Staff Handbook
- ☐ Faculty Handbook
- ☐ Student Handbook

**Definitions:**

**Regional Accreditation** is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. An approved, regional accrediting organization provides this service. The goal of regional accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.

**Programmatic Accreditation** is generally administered by professional-oriented accrediting bodies and applies to an academic program within the institution. Though programmatic accreditation focuses on a single program, it is just as important and respected as regional accreditation. Programmatic accreditation ensures that students meet professional licensure requirements by reviewing the quality of curriculum and other aspects of the program. Most regionally accredited institutions choose to also accredit their individual academic programs to promote the quality of the educational experience.

**Exclusions:**

N/A

**Offices Directly Affected by the Policy:**

Office of Academic Affairs
Dean and Program Director
Office of Institutional Effectiveness
HISTORY:
OIE Review - No changes required May 2017
OIE and Provost Review – September 2019
The policy and procedure were initially created in February of 2016, and reviewed by the department chairs and Program Directors in the spring of 2016. The Cabinet approved the policy and procedure on November 8, 2016. Updated and reviewed by Provost and Dean of Faculty and OIE September 2019
Updated with new logo and university January 2020

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<th><strong>Effective Date:</strong></th>
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<tbody>
<tr>
<td><strong>Responsible Office (only one):</strong></td>
<td>Institutional Effectiveness</td>
</tr>
<tr>
<td><strong>Review Date:</strong></td>
<td>Annually</td>
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APPENDIX:
N/A