Florida A&M University  
Academic Affairs  
Procedures Regarding Accreditation Activities  
Revised November 2006

Introductory Statement

The University is committed to seeking and obtaining accreditation for those programs where graduating from an accredited program is a requirement for practice in the profession. The University will also seek accreditation in other selected programs where accreditation is not required, but offers an advantage to graduates or is otherwise considered advantageous as a verification of meeting standards of quality. Requests to seek initial accreditation should be conveyed through the Dean to the Provost. Actions to come into compliance with accreditation standards are the responsibility of the College or School, although the Provost’s Office will provide some oversight and assistance in accreditation activities as outlined in this document. Compliance with accreditation activities should be an on-going pursuit for continuous improvement, rather than an activity that occurs only when a self-study or site visit is due.

Initial Preparation
At least one year prior to the due date for the self-study, schedule an initial meeting with the Provost and Associate Vice President for Academic Programs (AVP-AP). At this meeting, complete the Action Plan form and be prepared to discuss the recommendations from the last accreditation report and any issues that must be resolved in order to facilitate a successful accreditation outcome.

In March prior to the academic year in which you will undergo accreditation, submit to the Provost's Office a complete listing of costs for the accreditation, including any critical lines to be filled, costs of consultants, cost of site visit, etc.

Site Visits

Site Visit Dates: As soon as site visit dates are known, inform the President’s Office and the Provost’s Office to place the dates on the President’s and Provost’s calendars. Also inform the Associate Vice President for Academic Programs (AVP-AP). As soon as the schedule is developed, inform the President’s and Provost’s offices of times and locations of meetings in which they need to be involved.

At least three working days prior to the site visit, provide the President and Provost with a 2-3 page briefing packet of issues they may need to address with the site visit team, and pertinent information including the basic demographics of the program such as enrollments, number of degrees awarded, number of faculty, and licensure pass rates if applicable.

Ensure that all arrangements are made for the site visit team, that they are escorted from one meeting to another, and that they are provided with information they request.
Self-Study Reports

Once the self-study due-date is known, inform the AVP-AP of the date and the date by which a draft will be provided to the Provost’s Office for review. Drafts are due at the Provost’s Office at least two weeks in advance of the due date for the self-study. This will provide time for review, comments, and making any necessary changes by the deadline. Provide one copy of the final self-study in hard copy and electronic form to the AVP-AP. We are required to provide a summary report, using the attached format, to the Board of Governors (BOG). The summary of the accrediting body’s recommendations section can be submitted to the BOG at a later time when the final accreditation decision is made.

If you need data for the self-study, please obtain them from the Office of Institutional Research well in advance. E-mail OIR@famu.edu and copy Beverly.barrington@famu.edu. Eventually, most data you need will be available on the website.

Ensure that the self-study is not used as the vehicle to convey requests to the university administration. If there are issues that will have a negative impact on accreditation, they must be conveyed to the Provost well in advance of writing the self-study, so that the University may assist if necessary.

Response to Accreditation Report

As soon as the accreditation draft report is received, provide a copy to the Provost and set up an appointment with the Provost and AVP-AP to discuss the response. Subsequent meetings may be scheduled as necessary during the development of the response. Once the draft response is developed, provide a copy to the AVP-AP at least three working days in advance of when it is due. This will provide the Provost’s Office the opportunity to review, comment and request revisions if necessary. Provide the Provost’s Office with a copy of the final response and the final accreditation report.

Accreditation Decision

Inform the Provost’s Office of when a decision on the accreditation of the program is expected from the accrediting body. Once the decision is made, inform the Provost’s Office of the decision and provide a copy of the written decision and report conveyed by the accrediting body. If the report is required to be kept confidential, so indicate.

Changes in Response to Accreditation Report

Institute an internal process whereby any weaknesses or areas of non-compliance are systematically addressed well in advance of the next accreditation self-study. The Office of the Provost will assist the Deans in monitoring these activities by providing the Action Plan form and developing a database in which summary information on areas of weakness, non compliance and actions to remedy them will be documented by the responsible academic unit annually.

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Program Review Summary Report

In addition to the self-study submitted by each academic unit undergoing a program review, this summary report is to be completed by the Dean. The format below contains the items to be reported to the Board of Governors, as required in the Policy Directive for Academic Program Review issued by the Chancellor.

Program Name:__________________________

Degree Level(s):________________________

CIP Code:__________________________

Please respond to each of the items below.

1. Please provide a brief synopsis of actions taken in response to recommendations from previous reviews for this program. If the program is new and has had no previous reviews, address any previous recommendations for the academic unit offering the program.

2. Attach a copy of the Academic Learning Compact for each reviewed baccalaureate degree program.

3. Identify strengths, weaknesses, opportunities and threats (SWOT) that support or impede achievement of program goals.

4. Recommendations based on review findings (if the accrediting body's recommendations or program review consultant's recommendations are not available yet, provide them in a separate summary document as soon as they are finalized.)

I confirm that each program review prepared and being submitted to the Board of Governors includes all of the processes as outlined in the Board of Governors' policy directive of academic program reviews and was conducted according to Florida A & M University's approved policy for program reviews.

Respectfully submitted: ________________________________

Provost

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