Timing Considerations
University Accreditation

1. **What is the process or action?**
   University accreditation action (Note: Colleges/schools/programs manage discipline-specific accreditation processes.)

2. **What office/staff member oversees this process?**
   The Director of Accreditation and Strategic Initiatives.

3. **When does this process or action usually occur within the CURRENT New Academic Program process?**
   Under certain circumstances (e.g., programs that require notification of, documentation from, and/or approval by the University’s accreditation agency), accreditation action needs to occur prior to the program being made public (e.g., marketing and recruitment) and prior to the admission and/or enrollment of students.

4. **What needs to happen before I can act?**
   The program needs to be well contemplated and detailed, e.g., rationale, target population, resources (fiscal, human, technology, space), curriculum, student learning outcomes and their assessment, etc. The program should be approved by university leadership, e.g., faculty committee, academic department head, academic dean, Provost. The program should comply with federal and state laws and regulations, e.g., identity verification for distance education programs, state authorization, as well as international law, where applicable.

5. **What process occurs after I act?**
   If the program is not approved by the accreditation agency or additional information is required, program leadership and relevant others are contacted. The program is then either resubmitted until approval is garnered or withdrawn for consideration. If the program is approved by the accreditation agency, the program or department, the Office of Student Financial Aid, and the Office of International Education are notified.

6. **How long might this process take? What timing issues should I be aware of?**
   Minimally, six months. For more complex programs, program locations, etc., 12-24 months (or longer . . .).

7. **What are the consequences if program materials are late for my process or action?**
   The University could be in violation of the accreditation agency’s “Requirements of Affiliation,” and may fail to meet federal and state requirements. Student ability to receive financial aid could also be impacted, as could the ability for international students to enroll in the program.
8. Are there any other issues I should be aware of in regards to the timeline for new academic program approval process?

Please note that not all new programs require accreditation action. To date, accreditation actions have been required for new program sites, locations, and partnerships (where CMU courses are taught/where CMU units are earned) and for new programs not considered to be included within the scope of the University’s existing accreditation status. That said, the University should be prepared to address new requirements as federal regulations and/or accreditation processes evolve.