

## Timing Considerations

### University Accreditation

1. What is the process or action?  
University-level accreditation action with Middle States Commission of Higher Education (MSCHE) and/or state-level accreditation (such as DC, New York, California.)  
(Note: Colleges/schools/programs manage discipline-specific accreditation processes.)
2. What office/staff member oversees this process?  
Lisa Krieg, Associate Vice President and Director of Enrollment Services. Lisa is appointed by the university president to serve as the Accreditation Liaison Officer (ALO) between Carnegie Mellon University and Middle States (MSCHE.)
3. When does this action usually occur within the New Academic Program Process (NAPP)?  
For any new program benefiting from the NAPP process, accreditation matters will be considered, advised and acted upon, as needed, during the regular course of NAPP actions. Under certain circumstances (e.g., programs that require notification of, documentation from, and/or approval by the MSCHE), 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. Individual inquiries, also, may be directed to the ALO.
4. What needs to happen before I can act?  
The program needs to be well contemplated and documented, 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, and 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 CMU's accreditation agency or additional information is required, program leadership and others are contacted. The program is then either resubmitted until approval is received or withdrawn. 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 submissions to the MSCHE, specific submission deadlines must be met (5 or 6 per year), and regular review and wait times expected. 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 negatively, as could the ability for international students to enroll in the program (i.e. they will not be allowed to receive I-20s or other non-immigrant documentation in order to enroll.)
8. Are there any other issues in regards to the timeline for New Academic Program Process?  
Not all new programs require accreditation action. Accreditation actions are required, for example, for new program locations, and some partnerships (where CMU courses are taught/where CMU units are earned) and for new programs not considered to be within the scope of the University's existing accreditation status.