

Review and Retention of Official Academic Program Registration and Accreditation Documents

Effective Date: February 22, 2016

The Provost's Office is accountable for the quality of all academic programs and responsible for reporting on and overseeing the status of all University accreditations and program registrations. To fulfill this function, the Provost's Office must have the opportunity to review official communications as described below with accreditation agencies and regulatory bodies (domestic or international) before submission and retain final copies of these items after submission.

Note: A regularly updated list of University accreditations can be found at:

(<http://rochester.edu/provost/accreditation/index.html>)

Official communications include the following:

- Self-study reports
- Responses to academic program reports by accrediting agencies, including team visits
- Any documentation related to the outcomes of accreditation reviews
- Correspondence on changes to accreditation status (e.g. decisions to discontinue accreditation or change accreditors)
- Application documents for academic program registration with US federal/state agencies or with foreign ministries of education
- Correspondence on outcomes of academic program review with US federal/state agencies or foreign ministries of education
- Other official documents related to academic program from foreign ministries of education (e.g. new or changed policies or requirements)

Official communications do not include routine communications dealing with logistics and clarifications that are typically part of general preparation and planning for accreditation or program registration activities.

The relevant school, or department if delegated by the dean, is responsible for drafting communications and reports to accreditation agencies and regulatory bodies. The dean must approve all materials and forward to the Provost's Office at least five working days prior to the submission deadline.

Copies of all official communications received from accreditation agencies and regulatory bodies must also be provided to the Provost's Office.

Materials should be sent to Jane Marie Souza, Asst. Provost for Academic Administration and Accreditation Liaison Officer, at janemarie.souza@rochester.edu.