

## **I.19 Types of reviews**

Each program seeking Continued or Initial accreditation must undergo periodic review by the COA. The two types of reviews are:

**Comprehensive Review** The COA will schedule a comprehensive review for each program on a regular basis. The preparation for and completion of the process extends over approximately two years. Major components of a comprehensive review include the development of a Self-Study, a review by an External Review Panel, and the COA's consideration of the program's accreditation status. See section I.19.1.

**Progress Review** The COA may schedule a progress review instead of a comprehensive review upon granting Conditional or Initial accreditation if it decides that a full comprehensive review is not necessary to gather enough evidence to make the next accreditation decision. A progress review is more focused than the comprehensive review and is intended to gather evidence about specific aspects of the program. See section I.19.2.

### **I.19.1 Comprehensive review**

Major steps in the comprehensive review process include the following:

- Development of a Plan for the Self-Study;
- Development of the Self-Study;
- Review by an External Review Panel;
- Decision by the COA on the accreditation status of the program.

Throughout the comprehensive review process, the Director of the Office for Accreditation (OA) serves as the program's primary contact. The OA Director will respond to questions from the Program Head, make suggestions as appropriate, and consult with the ERP Chair. Additional details regarding specific steps involved in the comprehensive review process can be found in section II: Guidelines for the Self-Study and Comprehensive Review and section III: Guidelines for the External Review Panel.

### **I.19.2 Progress review**

In some instances, the COA schedules a progress review instead of a comprehensive review upon conferring Conditional or Initial accreditation. A progress review is more focused than the comprehensive review and is intended to gather evidence about specific aspects of the program. COA may schedule a progress review upon granting Conditional accreditation if it determines that a comprehensive review is not necessary to gather enough evidence to make the next accreditation decision. COA may schedule a progress review upon granting Initial accreditation to ensure and verify sustained progress on any deficiencies documented.

A progress review visit is scheduled for three years following the most recent comprehensive review, unless evidence or circumstance in the interim necessitates other action by COA. The

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process includes development of a new Self-Study document and review by a Progress Review Panel (PRP), and culminates in an accreditation decision by the COA.

At least one year before the scheduled progress review, the Office for Accreditation notifies the program of the upcoming review. A three-member (including the Chair) PRP is appointed at that time. The PRP is appointed in the same manner as an External Review Panel (see section III.2).

The new Self-Study should focus on the areas of concern identified by the COA, but must also address all elements of the *Standards*. Previous documentation and annual reports should be referred to when developing the new Self-Study. The OA Director and PRP Chair discuss with the Program Head a Plan for the Self-Study, due one year before the visit, and the Draft Self-Study due four months before the scheduled visit. The final Self-Study is due six weeks before the on-site visit.

The Office for Accreditation provides the PRP with copies of all reports and correspondence between COA and the program since the issuance of a Notice of Concern and/or since the program was placed on Conditional status. These documents are sent to the PRP four months before the review.

The site visit will be at least one, but no more than two, business days. PRP members meet with institutional representatives, students, alumni, and others as necessary.

The PRP submits a draft report for corrections of facts to the program and the Office three weeks after the visit. The program submits corrections of fact one week later (four weeks after the visit). The PRP Chair makes factual corrections and submits the final PRP report one week after receipt of factual corrections (five weeks after the visit).

The program may submit an optional response to the PRP report. The optional response is due one week after receipt of the final PRP report, or six weeks after the visit.

The Program Head and the PRP Chair meet with the Committee at the next regularly scheduled COA meeting held in conjunction with the ALA Midwinter Meeting or Annual Conference.

Following progress review of a program with Conditional accreditation status, the COA takes one of the following accreditation actions: 1) releases the program from Conditional status, grants Continued accreditation status, and schedules a comprehensive review in seven years, *or* 2) withdraws accreditation from the program.

Following progress review of a program with Initial accreditation status, the COA takes one of the following accreditation actions: 1) grants Continued accreditation and schedules a comprehensive review visit in seven years, *or* 2) grants Conditional accreditation status and schedules a comprehensive or progress review in three years.