

# NOVA SOUTHEASTERN UNIVERSITY

## University Policy

<b>Administrative Area(s):</b>	Administration, Academic Units, and Administrative Units
<b>Applicability:</b>	Deans, Directors, Department Heads, Faculty, and Administrative Staff
<b>Scope:</b>	Professional and Specialized Accreditation
<b>Date:</b>	April 10, 2024
<b>Revised:</b>	
<b>Publication Requirement:</b>	Office of the Provost/Academic Affairs and the University Registrar's Office
<b>Purpose:</b>	To attain and maintain professional and specialized accreditation, communication, and documentation to keep the President and Provost updated on all accreditation matters. To maintain compliance with the SACSCOC policy "ACCREDITING DECISIONS OF OTHER AGENCIES".

### Policy:

This policy outlines the process and procedures for documenting and communicating with any information related to a program that is accredited or pursuing accreditation with a professional or specialized accreditation agency.

All official correspondence and reporting communicated through email must be sent using an official University email address and copied to "[professionalaccreditation@nova.edu](mailto:professionalaccreditation@nova.edu)".

Additionally, all documents and attachments must be saved to the College's respective Professional/Specialized Accreditation SharePoint folder.

### For Existing Accreditation:

1. Programs preparing for an upcoming professional accreditation review or action must make the Office of Academic Affairs aware, in writing.
2. Programs must maintain a schedule of all pending and current accreditations and accurate records of past accreditations.
3. Programs must submit all professional accreditation reports (annual reports, self-studies, etc.) for review and approval, including appendices, to the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment upon an agreed timeline or at least four weeks prior to the date it is due.
4. Documentation required by professional bodies will be prepared by the program director/chair designated by the Dean within the relevant college. Copying the dean to the email indicates support from the dean.
5. Dean has a responsibility to ensure that all publicly available statements about the accreditation status are accurate.
6. Programs must notify whether a signature from the President and/or Provost is required at least three weeks prior to the date it is due. If the report requires a signature from the program director/chair/dean, those individuals must sign before it is submitted for the President and/or Provost. Programs must indicate if the required signature will be:

- a. Via a link in the portal: Programs must provide the username and password information.
  - b. Hard copy: the scanned file must be submitted within the email request.
7. The Office of Academic Affairs will review the files and may provide suggestions for consideration, whereby programs will respond to those suggestions and resend final files.
  8. Programs upload final files on to their respective professional accreditation's SharePoint site within two business days of submission.
  9. Any official correspondence that is received thereafter must be sent by the Dean or designee to the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment and uploaded on to your respective professional accreditation's SharePoint site within 24 hours.
  10. The Dean or designee must make sure that information obtained from professional accreditations is available for quality assurance purposes and periodic reviews/assessments.
  11. Colleges will coordinate site visits and meetings in accordance with the professional body and with executive leadership as needed.
  12. If at any time, concerns or potential weaknesses are noted in any program accreditation document/communications, the Dean or designee must notify in writing within 24 hours the Provost and Executive Vice President for Academic Affairs, Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation, and the Director of Professional Accreditation and Assessment.

**For Initial Accreditation Consideration:**

1. To propose an initial accreditation (program or university designation), programs must meet with the Associate Provost and Vice President for Academic Quality, Assessment, and Accreditation and the Director of Professional Accreditation and Assessment for an introductory meeting to discuss the readiness for standard compliance, resources, timeline, and any necessary document creation (candidacy reports, self-study, etc.). After that meeting, you will prepare a proposal requesting Provost approval through the Office of Academic Quality, Assessment and Accreditation. Proposals may be referred to the Office of Finance and other units as needed for input.

**Approvals:**

  
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**Ronald J. Chenail**  
 Provost/Executive Vice President for Academic Affairs

April 19, 2024  
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 Date

  
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**Harry K. Moon**  
 President Elect and Executive Vice President and Chief Operating Officer

4/23/2024  
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 Date

  
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**George L. Hanbury II**  
 President and CEO

4/23/2024  
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 Date