In order to adhere to SACSCOC standards regarding external accreditation, programs are required to do the following when working on all accreditation tasks:

* **Maintain a copy of ALL documentation pertaining to accreditation with the Office of Institutional Effectiveness (IE)**. Documents include, but are not limited to, the following: sent and received emails related to accreditation; all correspondence with an accrediting agency; all relevant reports; and any other record that an accreditor may request from the University.
* **Submit ALL reports to IE for review prior to submission**. Coordinate with Dr. Masterson and IE staff to ensure that all accreditation-related reports are reviewed prior to submission to an accrediting agency. IE requires at least 10 business days to review draft reports and provide feedback.
* **Plan for your site visits**. If you are working directly with an external accrediting agency to setup a site visit, please contact Dr. Masterson immediately. He and the IE staff can work with you to schedule any meetings requested with the University’s senior administrators. Plan ahead because these meeting can take time to schedule.
* **Contact IE if you have any questions**. Remember, IE is here to assist you with your accreditation-related needs. Along with the Office of Institutional Research, IE can provide you with a range of support services.