**Site Visit Timeline & Checklist**

On average, the site visit will be completed approximately 5-7 months after the Executive Office receives the Self Study Report.

**Site Visit Request form is due two weeks after the Referee has approved scheduling the site visit.** The program must provide 4 potential sets of dates that are 3-5 months from the date the program received form. Exceptions must be discussed with Bonnie Marrs.

**Site Visit is scheduled** for one of the dates provided by the program.

**8 Weeks Before**

* Program submits a **draft of the Site Visit Agenda** to CoARC.

**6 Weeks Before**

* Program completes a draft of the Pre-Registration form and uploads the **List of Evidence** to CoARC’s file-share system.
* Site Visit Team begins reviewing the Self-Study, Referee’s Analysis, and Evidence.

**2 Weeks Before**

* **Virtual Pre-Visit Meeting** with Program Director, Director of Clinical Education, and Site Visit Team
	+ Finalize Agenda and Pre-Registration form
	+ Clarify questions about evidence or process

**During the Visit**

* Site Visit Team meets with faculty, students, graduates, administration, and advisory groups
* Classroom, Labs, and/or learning management system reviewed
* Evidence confirmed and findings discussed with Program Director and Director of Clinical Education
* Oral summary provided at closing session

**After the Visit**

* Site Visit Review Report (SVRR) submitted to Executive Office
* Referee reviews report and completes the Referee’s Analysis
* Final report provided to program
* Program is requested to complete the Program Site Visit Questionnaire (PSQ) on the site visit process
* Program has opportunity to correct factual errors within two weeks
* If needed, program may submit additional evidence related to citations for Standards that were not met by the deadline provided by the Executive Office
* The Referee reviews additional evidence provided and makes an accreditation recommendation to the Commission
* After the Board meeting, the program receives a letter from the Executive Office on the program’s accreditation status