

## **Addendum** (to the UCC Program Review Process document)

### **Procedure to waive the requirement of an external reviewer and use a previously generated accreditation report**

If the program goes through external accreditation by an accreditation body, a previously generated accreditation report may be used in lieu of an external reviewer. While the program review as a whole will not be waived, the process might be expedited based on the accreditation visit.

The unit must contact the Program Review Chair if they want to use a recent accreditation report in lieu of an external reviewer. The Program Review Chair and the Provost's office will follow these guidelines and expectations when considering the request:

- The accreditation review occurred within the last two academic years.
- The accreditation included an on-site visit and involved an external reviewer or reviewers comparable in qualifications to OHIO Program Review expectations.
- The accreditation covers a large majority of the program.
  - For example, if only the professional graduate program is accredited but the program runs a substantial undergraduate program, an external reviewer would have to be brought in to review the undergraduate program, or vice versa.
  - Certificates, gen-ed, and service classes can be overlooked if the unit makes a convincing case that they are a minor part of the overall program and can be reviewed adequately by an internal review team. Enrollment and completion numbers can be a guide here.
- The accreditation report is provided to the internal review team, and they are allowed to quote from it or at least summarize its findings as they prepare their own site visit report which will become a public document. Please check as some accreditation reports are confidential.
- The accreditation review substantially aligns with the questions that an external reviewer would be asking as part of preparing an OHIO Program Review report. (See the document "Suggested Questions for Reviewers" document provided by the Program Review Committee.)
- An internal review team will still be conducting a site visit and prepare a review report.
- If the request to use a previously generated accreditation report is approved, the report must be incorporated into the unit's self-study.
  - No more than two documents may be submitted to the Program Review Committee. Typically, these will be the Self-Study and the accreditation report.
  - If information from the accreditation report is not copied directly into the Self-Study document, clear and precise cross references must be provided (e.g. a page and/or section number in the accreditation report).