

## Purpose

The following outlines the procedure for submitting materials and conducting an administrative review per bylaws.

## Application

This document applies to accredited programs preparing materials to submit to IFSAC Administration for administrative review and to those individuals conducting administrative reviews for accreditation of an additional program or programs of study. The Administration Office shall be responsible for arranging the administrative review.

## Procedure

1. Accredited program submits the following to IFSAC Administration for each program or programs of study:
  - a. An Application for Administrative Review form.
  - b. Application fee (may be invoiced).
  - c. Copy of original application for accreditation.
  - d. Revised Program Self-Study.
2. IFSAC Administration logs receipt of materials and then forwards to an administrative reviewer. The administrative reviewer will be selected based on availability in the following order:
  - a. A program evaluation team member of the most recent accreditation.
  - b. A member of the DABOG.
3. Administrative reviewer shall complete the review and/or report findings within 30 - 60 days.
4. Once the administrative review is completed, the reviewer submits a final report of recommendation to IFSAC Administration and the program.
5. Administration will distribute the report to the DABOG. Administration shall place consideration of the report on the agenda of the DABOG's next scheduled regular meeting.
6. Administration will send notice of the Board's decision within thirty (30) days after the meeting.
7. Programs have the right to appeal the decision of the Board.

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This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to Degree Assembly administrative reviews.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.