

California State University, Long Beach
Preparing for your Program Review Report
Guidelines for Accredited Programs

The CSULB Academic Policy on Program Review requires all degree-granting programs, including nationally and regionally accredited programs, to undergo periodic program review.

This sheet will provide guidelines for your program to follow as it prepares for (re) accreditation.

1. Program Review follows your accreditation cycle, but not to exceed 10 years;
2. Spring term, the Vice Provost for Academic Programs notifies programs they are scheduled for review;
3. The accredited program schedules its site visit with its accrediting agency;
4. The accredited program sends the following documents to the Vice Provost for Academic Programs, the Coordinator of Program Review and Assessment, and the Chair of PARC:
 - a. Accreditation self-study;
 - b. Site visitors' report;
 - c. Preliminary letters and correspondence from accrediting body;
 - d. Response(s) to accreditation correspondence;
 - e. Accreditation action letter regarding the request for accreditation;
 - f. PARC Checklist (http://www.csulb.edu/sites/default/files/groups/program-review-and-assessment/parc_checklist_for_accredited_programs.doc) that indicates where CSULB program information can be found within the accreditation materials.
5. Once these documents are received, PARC will assign a University Program Review Committee (UPRC) to review the material and produce a report with recommendations to the Council. This process should occur within one semester after receipt of the final accreditation report.
6. Once complete, the UPRC report will be sent to the program for fifteen working days. Programs have the opportunity to correct any factual errors at this point.
7. PARC will schedule a time certain for presentation of the report to which representatives from the department and the College Dean are invited.
8. After PARC accepts the UPRC report and all of the accreditation documents, the Vice Provost of Academic Programs begins drafting the Memorandum of Understanding (MOU).

*If you have any questions regarding this process or filling out the PARC checklist, please contact David Sheridan, Coordinator of Program Review & Assessment:
David.Sheridan@csulb.edu.