



Policy for Specialized Accreditation

Academic units may hold specialized accreditation or other external approvals with a similar purpose, at the level of the program or the academic unit (e.g., Department, School).

Specialized accreditation is distinct from institutional accreditation and refers to accreditation held by a specific degree program (or sub-discipline within a degree program), Department, or School.

The Dean for the School/College that houses a program with specialized accreditation has the following responsibilities:

- Provide sufficient oversight to ensure that the program remains in compliance with the standards of the accrediting body, including the appropriate management of the processes and activities required by the accrediting body.
- Designate a primary individual responsible for accreditation compliance (e.g., Director of Specialized Accreditation, or a similar title) and notify the Accreditation Liaison Officer within one week of their appointment.
- The Dean may keep or assign some or all the duties below to the named designee.
 - Ensure that institutional leadership can properly monitor and support specialized accreditation by informing the accreditor of one or more of the following institutional points of contact: the President, the Chief Academic Officer, the Accreditation Liaison Officer. One of the above must be named as a point of contact for the accrediting body in addition to the person directly in charge of overseeing the specialized accreditation.
 - Ensure that there is sufficient management of the processes and activities required by the accrediting body to remain in compliance with good practice and the standards required of the accrediting body.
 - Maintain records pertaining to the specialized accreditation, certification, or other endorsements.
 - Inform the Accreditation Liaison Officer of any scheduled activity, such as a reporting deadline or upcoming site visit or review related to the specialized accreditation, within one week of receiving such information.
 - Immediately (i.e., within 24 hours) notify the Accreditation Liaison Officer of any decision by an accrediting agency to deny, suspend, revoke, terminate or withdraw accreditation, or any decision that places the program, department or institution on warning, probation or equivalent status.
 - Provide the Accreditation Liaison Officer with an opportunity to review, at least two weeks prior to their submission, all materials being submitted to a specialized accreditor, including those relating to initial accreditation, reaffirmation of accreditation, and responses to any findings and requests



from the specialized accreditor. Programs may, of course, offer to share drafts of materials with the Accreditation Liaison Officer at any time. When the turnaround period imposed by the accrediting agency for creating and revising documents is less than two weeks, please inform the Accreditation Liaison Officer well in advance and provide them with as much time to review as possible.

- Provide the Accreditation Liaison Officer with final copies of all materials submitted to a specialized accreditor and all official correspondence with the specialized accreditor pertaining to the status of the specialized accreditation within one week of submission.
- Work with the Accreditation Liaison Officer on preparations for site visits related to specialized accreditation and include the Office of the Provost in exit conferences and other meetings as needed, or as requested by either office, during the review team's visit.
- Provide an annual update to the Office of the Provost by June 1. The update will include at minimum a) upcoming deadlines for accreditation (e.g., reports, reviews) and the plan of action to meet the deadlines, b) ongoing activities that maintain accreditation (e.g., assessment work, a self-study, a report), c) any deficiencies as defined by the external entity's standards identified during the previous review, or any formal recommendations or other sanctions that represent a threat to continued accreditation, certification, or endorsement, and d) any institutional support that is required to maintain specialized accreditation.

The Accreditation Liaison Officer (see <https://www.luc.edu/accreditation/>) has the following responsibilities:

- Maintain institutional records pertaining to specialized accreditations, certifications, and endorsements held by the academic units.
- Keep the Provost informed of any concerns around specialized accreditations.
- Compose summary reporting to the Board of Trustees and other entities as consistent with policy or regulation requirements.
- Support academic units with advice or consultation on reporting or site visit management
- Review all materials being submitted to a specialized accreditor, including those relating to initial accreditation, reaffirmation of accreditation, and responses to any findings and requests from the specialized accreditor. This review focuses on compliance-related issues; it does not focus on the substantive content which is under the purview of the Dean and/or Designee. The review will be completed within one week of receiving the materials.

Approved March 13, 2025