

Policy on Applications and Special Reports for Accrediting Agencies

LMU submits many applications and special reports to accrediting agencies. These organizations range from institutional (SACSCOC) to programmatic (such as ACEN, ARC-PA, AVMA, CAPTE, COCA, and others). In addition to applications for approval of substantive change and other matters, reports submitted include annual updates, periodic self-studies, and responses to specific requests from various agencies.

While there is no expectation that routine reports be vetted prior to submission by anyone outside the department, College, or School involved, LMU requires that any applications for approval or special reports be reviewed and approved prior to submission by the President, Executive Vice President for Academic Affairs (EVPAA) (and/or each one's designees), the Assistant Vice President for Accreditation, and the Director of Institutional Research and Accreditation.

To facilitate timely review and approval of these documents,

1. Any application or report 10 pages or longer (double-spaced) should be drafted, spell-checked, and shared with the President and other reviewers at least four weeks prior to the due date.
2. Each document should be conveyed for review as a shared Microsoft Word document with "Track Changes" enabled.
3. An application or report shorter than 10 pages (double-spaced) should be shared at least two weeks prior to the due date.
4. Whenever possible, all attachments referenced in the application or report should be included with the draft.
5. If the final document is to be submitted via an agency's portal, the draft report *should not* be entered on the portal for internal review.

Applications and reports covered in this policy must not be submitted to the requisite agency until the President and EVPAA have reviewed and approved. Once the final version has been submitted to the accrediting agency, a pdf copy must be provided to the Assistant Vice President for Accreditation and Director of Institutional Research and Accreditation to archive.

Exceptions to the timelines in this policy may be granted only by the President, and only in exceptional circumstances. Nothing in this policy negates or replaces any part of the existing Substantive Change Policy, published on the LMU Policies [page](#).