

POLICY & PROCEDURES MANUAL

Title:	Submitting Program Self-study for review by Council		
Policy No.	3.03.09	Chapter:	
Proposed:	6.20.09	Proposal No.:	
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council staff and accredited programs regarding the submission of program self-studies during accreditation process.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each accredited program and new program to file a self-study 6 months prior to the general meeting of Council during which their programs are to be reviewed. Failure to do so may result in revocation of accreditation for programs up for reaccreditation or being denied review for new programs. EHAC may not deploy site visit teams to programs submitting self-studies by the filing due date (see calendar).

Procedures – Filing Self-study:

- A. The Self-study shall be completed and submitted 6 months before the annual meeting in which Council is expected to review accreditation application or renewal. The date for submission will be provided on the EHAC calendar and in the letter sent to the program reminding them of the reaccreditation process or accreditation process as appropriate.
- B. EHAC encourages programs to house the self-study on their university web sites and allow access to this location by EHAC office and Council. If the program cannot do so, then the program shall submit the self-study electronically.
- C. Programs shall notify EHAC office, General Chair, and appropriate Undergraduate and/or Graduate Chair of the location and appropriate access direction by the date due. EHAC office will notify.
- D. Council will be notified by EHAC office of the location and access information through the member only link on the EHAC web site.
- E. It is the responsibility of site visitors and Council members to access the self-study and other school information. If Council members wish electronic or hard copies, it is the responsibility of the Council members to download and print their own copies.

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Drafted:		
Approved:		