



## Undergraduate Certification Review Timetable 2018 Review Year

Date	Party	Activity
February 28, 2017	AUPHA	AUPHA contacts Full Undergraduate programs up for renewal and interested Associate Undergraduate programs on intent to apply for certification
March 7, 2017	Programs	Programs notify AUPHA of intent to stand for Certification or request an extension, if eligible.
March 7, 2017	AUPHA	AUPHA sends Application, Self Study Guide and Eligibility Survey to programs intending to stand for Review.
April 7, 2017	Programs	Programs complete and Submit Application, Eligibility Survey and review fee to AUPHA.
April 24, 2017	AUPHA	AUPHA notifies programs if they passed Eligibility and can continue certification process. Sends Self- Study Survey to programs that are eligible to continue process.
April 24 & 25 2017	Programs	Pre-Certification Webinar to review certification process.
September - October 2017	AUPHA & UPC	AUPHA and UPC Leadership select and approve Review Teams and Chairs
November 27, 2017	Programs	Programs submit Self-Study.
December 15, 2017	AUPHA	AUPHA reviews Self-Studies and distributes copies to Review Team
Early Jan 2018	Review Teams	Review Team Chairs make initial contact with Program Directors. Contact team members and Review Teams begin review of Self-Study.
Late Jan 2018	Review Teams	Online Reviewer Training Sessions
By end of February 2018	Review Team Chairs	Review Team Chairs request additional information from programs with copy to AUPHA. (Must be explicit about concerns of Review Team)
By March 19, 2018	Programs	Programs respond with additional information requested. Send copies directly to all Review Team members and to AUPHA.
By April 16, 2018	Review Team Chairs	Review Team Chairs contact programs by letter (copied to AUPHA), identifying specific issues for discussion during June Panel Review. Must be explicit and clear.
May 1, 2018	Review Team Chairs	Review Team Chairs send initial draft of report (based on self-study) to Review Team members.
	AUPHA	AUPHA contacts all Review Team chairs to check on progress and discuss anticipated problems.
May 15, 2018	AUPHA	AUPHA confirms time and location of reviews at Annual Meeting with Programs and Review Teams.
May 31, 2018	Programs and Review Teams	Programs and Review Teams determine each team members' role and timeline for final report preparation and revise as necessary to accommodate summer absences from campus. Confirm schedule with program during Panel Review.
June 2018 AUPHA Annual Meeting	Programs and Review Teams	Panel Reviews are held in conjunction with the AUPHA Annual Meeting.
July 9, 2018	Programs	Programs provide any additional information requested during panel review. Send copies to all review team members and AUPHA.

<b>July 25, 2018</b>	Review Team Chairs	Review Team Chairs send Draft Reports to Review Team Members for review.
<b>August 8, 2018</b>	Review Team Members	Review Team Members send comments on Draft Report to chairs of review teams.
<b>August 22, 2018</b>	Review Team Chairs	Review Team Chairs send Draft reports to AUPHA for review.
<b>August 31, 2018</b>	AUPHA	AUPHA reviews Draft Reports and forwards them to programs for comment with copy to review team.
<b>September 14, 2018</b>	Programs	Programs respond in writing to chairs, with a copy to AUPHA, correcting factual errors and omissions in the report. This response is required.
<b>September 28, 2018</b>	Review Team Chairs	Review Team Chairs send Final Reports to AUPHA with recommended action. AUPHA will forward to Programs.
<b>Next Scheduled Board Meeting 2018</b>	AUPHA Board	AUPHA Board acts on recommendations. AUPHA staff notifies Programs of Board's action.
<b>January 5, 2020</b>	Programs	If required, Programs send Interim Report on any Criteria deemed Partially or Not Met to AUPHA.
<b>January 30, 2020</b>	AUPHA	AUPHA and Co-Chairs review Interim Reports and contact Programs with results.