



## Undergraduate Certification Timeline 2028-2029 Review Year

| Color Coding Key                                                   |
|--------------------------------------------------------------------|
| Dates Relevant to All Programs (Both for Candidacy and for Review) |
| Dates Relevant to Candidacy                                        |
| Dates Relevant to Fall Round Programs Only                         |
| Dates Relevant to Spring Round Programs Only                       |
| Dates Relevant to Fall Round Review Teams                          |
| Dates Relevant to Spring Round Review Teams                        |
| Dates Relevant to Fall Round - All                                 |
| Dates Relevant to Spring Round - All                               |

| Fall Round Date                                                                                                  | Spring Round Date | Responsible Party  | Activity                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By January 6, 2028</b>                                                                                        |                   | AUPHA              | AUPHA contacts interested Associate Undergraduate programs on intent to stand for candidacy and Full Undergraduate programs due for renewal on intent to stand for certification.                                                                                                    |
| <b>By January 20, 2028</b>                                                                                       |                   | All Programs       | Associate Undergraduate programs notify AUPHA of intent to stand for candidacy.<br><br>Full Undergraduate programs notify AUPHA of their intent to stand for certification or request an extension, if eligible.                                                                     |
| <b>By January 25, 2028</b>                                                                                       |                   | AUPHA              | AUPHA sends candidacy materials and invoice to programs intending to stand for candidacy.<br><br>AUPHA sends application, self-study guide, review fee invoice, and eligibility survey to programs intending to stand for certification.                                             |
| <b>By March 16, 2028</b>                                                                                         |                   | Candidate Programs | Programs standing for candidacy status complete and submit candidacy materials.                                                                                                                                                                                                      |
| <b>By March 30, 2028</b>                                                                                         |                   | AUPHA              | AUPHA notifies programs that have submitted all candidacy materials by the deadline of their assigned peer mentor.                                                                                                                                                                   |
| <b>April 2028 until the program declares intent to stand for certification (January 2029 up to January 2031)</b> |                   | Candidate Programs | Candidate programs work with a peer mentor to review criteria and establish/refine necessary structures for self-study year and beyond. These programs may remain in candidacy status for up to 3 years. A candidate program that does not declare their intent to stand for initial |

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|                              |                             |                            | certification after the 3-year mark will need to renew its candidacy status at that time.                                      |
| <b>By March 20, 2028</b>     | <b>By July 10, 2028</b>     | Programs Undergoing Review | Programs slated for certification renewal complete and submit application, eligibility survey, and review fee to AUPHA.        |
| <b>By April 3, 2028</b>      | <b>By July 24, 2028</b>     | AUPHA                      | AUPHA notifies programs if they passed eligibility and distributes self-study information.                                     |
| <b>April 2028</b>            | <b>August 2028</b>          | AUPHA                      | AUPHA puts out a call for volunteers to serve on review teams. Review teams are formed and vetted for conflicts of interest.   |
| <b>June 2028</b>             | <b>October 2028</b>         | AUPHA                      | AUPHA and UPC leadership approve review teams and chairs.                                                                      |
| <b>N/A</b>                   | <b>October 2028</b>         | AUPHA                      | Pre-certification webinar to review certification process.                                                                     |
| <b>August 2028</b>           | <b>November 2028</b>        | AUPHA                      | Online reviewer training sessions. After training sessions, AUPHA provides Review Team Chairs with final report template.      |
| <b>By August 31, 2028</b>    | <b>By November 30, 2028</b> | Programs Undergoing Review | Programs submit self-study to AUPHA.                                                                                           |
| <b>By September 7, 2028</b>  | <b>By December 7, 2028</b>  | AUPHA                      | AUPHA reviews self-studies and distributes copies to review teams.                                                             |
| <b>September 2028</b>        | <b>December 2028</b>        | All                        | AUPHA works with Programs and Review Teams to schedule and organize virtual review panels.                                     |
| <b>By September 18, 2028</b> | <b>By December 12, 2028</b> | Review Teams               | Review team chairs to make initial contact with program directors. Review teams begin reviewing self-study.                    |
| <b>October 2028</b>          | <b>N/A</b>                  | AUPHA                      | Pre-certification webinar to review certification process.                                                                     |
| <b>By October 3, 2028</b>    | <b>By January 15, 2029</b>  | Review Teams               | Review team chairs request additional information from programs (copied to AUPHA)                                              |
| <b>By October 17, 2028</b>   | <b>By January 29, 2029</b>  | Programs Undergoing Review | Programs respond with additional information requested.                                                                        |
| <b>By October 31, 2028</b>   | <b>By February 12, 2029</b> | Review Team Chairs         | Review team chairs contact programs (copied to AUPHA), identifying specific issues for discussion during virtual review panel. |
| <b>By November 2, 2028</b>   | <b>By February 15, 2029</b> | Review Team Chairs         | Review team chairs send initial draft of report to review team members.                                                        |

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| <b>November 6-17, 2028</b>  | <b>February 19-March 2, 2029</b> | All                                            | Virtual review panels are held.                                                                                                                                                                                                                                     |
| <b>December 12, 2028</b>    | <b>By March 15, 2029</b>         | Programs Undergoing Review/Review Teams        | Programs provide review team and AUPHA with any additional information requested during virtual review panel. Review teams begin final efforts on report.                                                                                                           |
| <b>By January 5, 2029</b>   | <b>By March 22, 2029</b>         | Review Team Chairs/AUPHA                       | Review team chairs send draft reports to AUPHA for review. AUPHA forwards draft reports to independent reviewers.                                                                                                                                                   |
| <b>By January 9, 2029</b>   | <b>By March 23, 2029</b>         | AUPHA                                          | AUPHA reviews draft reports and sends them to the Independent Reviewers to make sure the review team remains within the bounds of the criteria.                                                                                                                     |
| <b>By January 16, 2029</b>  | <b>By April 3, 2029</b>          | Independent Reviewers<br>(Review Teams)        | Independent Reviewers respond in writing to AUPHA with their findings.<br><br>(Review teams are required to schedule a meeting between this date and the next deadline listed below to ensure availability in case Independent Reviewers have findings to discuss.) |
| <b>By January 17, 2029</b>  | <b>By April 6, 2029</b>          | AUPHA                                          | AUPHA reviews draft reports and forwards them to certifying programs for comment.                                                                                                                                                                                   |
| <b>By January 31, 2029</b>  | <b>By April 20, 2029</b>         | AUPHA/Review Team Chairs/Independent Reviewers | Programs respond in writing to AUPHA, correcting any factual errors and omissions in the report.                                                                                                                                                                    |
| <b>By February 6, 2029</b>  | <b>By April 30, 2029</b>         | Independent Reviewers                          | If there is additional feedback, the independent reviewers will submit their second review to AUPHA.                                                                                                                                                                |
| <b>By February 9, 2029</b>  | <b>By May 3, 2029</b>            | AUPHA                                          | AUPHA sends draft report to the Undergraduate Program Committee for final review.                                                                                                                                                                                   |
| <b>By February 27, 2029</b> | <b>By May 24, 2029</b>           | UPC/Review Team Chairs                         | UPC sends reports back to review team/AUPHA with any comments. Review team chairs make any final changes to report.                                                                                                                                                 |
| <b>By March 5, 2029</b>     | <b>By May 29, 2029</b>           | Review Team Chairs                             | Review team chairs send final reports to AUPHA with recommended action.                                                                                                                                                                                             |
| <b>March 2029</b>           | <b>June 2029</b>                 | AUPHA Board/AUPHA                              | The AUPHA Board of Directors votes on recommendations. AUPHA staff notifies programs of Board's action after board meeting.                                                                                                                                         |



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| <b>By January 30, 2031</b>  | Programs Undergoing Review | If required, programs send interim report to AUPHA on any criteria deemed partially or not met. |
| <b>By February 27, 2031</b> | AUPHA/UPC                  | AUPHA and UPC leadership review interim reports and contact programs with results.              |