III.8 Timeline for Self-Study review and ERP Report

See section II.1.3 for a timeline of the comprehensive review.

4 months before scheduled visit	• The Program Head submits a draft of the Self-Study to be reviewed by the OA Director and each ERP member. • The ERP Chair gathers panelists' input on the draft Self-Study. • The ERP Chair and the OA Director consult with the Program Head regarding the draft to ensure that the Self-Study addresses the *Standards* and contains sufficient information and evidence to conduct an effective review. • The ERP Chair initiates planning of assignments and scheduling for the site visit. • The ERP Chair and the Program Head begin drafting an agenda for the visit and discussing the documents and other evidence needed for the on-site review.
6 weeks before scheduled visit	• The Program Head submits the final Self-Study to be reviewed by the OA Director and each ERP member. • ERP members begin their review and analysis of the Self-Study; • The ERP Chair notifies the Program Head of any additional documents or evidence needed for the review. • The ERP Chair and the Program Head consult on the agenda for the site visit. • The ERP Chair assigns responsibilities to all panel members.
	Site visit
3 weeks after site visit	• The ERP Chair sends a draft of the ERP Report to the Program Head, the panel members, and the OA Director. Each recipient is invited to offer corrections to any factual errors in the draft report.
4 weeks after site visit	• The Program Head sends any corrections of factual errors in the draft ERP Report to the ERP Chair and the OA Director; • The ERP Chair works with the ERP to revise the draft report as needed to incorporate factual corrections and to produce the final report.
5 weeks after site visit	• The ERP Chair sends the final ERP Report to the Program Head, the OA Director, and all ERP members.
6 weeks after site visit	• The Program Head has the option to send a response to the ERP Report to the OA Director and the Chair. The ERP Chair sends copies of the response to the ERP members.

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At the next regularly scheduled COA meeting	• The ERP Chair and the Program Head and/or other representatives of the school meet with the COA. • The COA considers all the information and makes an accreditation decision.
6 weeks after the COA decision	• The OA Director sends copies of the Decision Document to ERP members.

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