ADMINISTRATIVE PROCEDURES

V. D. POLICY ON LATE REPORTS

FAILURE TO SUBMIT REPORTS BY THE SPECIFIED DUE DATE

A requirement for maintaining accreditation is to submit all required reports by the due date specified by the Accreditation Council for Occupational Therapy Education (ACOTE®). All reports must be submitted according to the instructions provided. Timely submission of accreditation reports is critical to provide adequate review time prior to ACOTE action. ACOTE has established the following procedures regarding the failure to submit accreditation reports by the specified due date:

1. A due date is established for each accreditation report and provided to the program in writing.

2. When an accreditation report is not received by the specified due date, warning notification is sent to the program director (with a copy to the dean), stating that the ***report must be received within one week (7 days) of the due date*** or the program may be cited with an area of noncompliance pertaining to Standard A.1.4. and placed on Probationary Accreditation at the next scheduled ACOTE meeting (ACOTE Policy IV.C. Classification of Accreditation Categories).

3. If the late report is a Report of Self-Study:

   a. The paper reviewer and on-site team will be contacted by Accreditation staff and a determination will be made regarding a postponement of the on-site evaluation.

   b. Should the on-site evaluation be postponed, the program will be billed for any financial penalties incurred by cancellation of airline tickets, hotel rooms, or other related costs.

4. If a report is received by the Accreditation Department before the end of the 7-day grace period, the report is reviewed by ACOTE at the next scheduled meeting.

5. If a report is not received by 11:59 p.m. on day 7 of the grace period, the program will be charged a late fee (ACOTE Policy V.A. Fees) and placed on the agenda of the next scheduled ACOTE meeting for action to cite Standard A.1.4. as an area of noncompliance and change the accreditation status to Probationary Accreditation.

6. Once the delinquent report and applicable late fee are received, the citation of Standard A.1.4. as an area of noncompliance and the program's status change to Probationary Accreditation will be removed from the ACOTE agenda.