V. C. DELAY OR ADVANCEMENT OF ON-SITE EVALUATION

PROCEDURE FOR REQUESTING RESCHEDULING OF AN ON-SITE EVALUATION WITHIN THE SAME ACADEMIC YEAR

A program director may request that an on-site evaluation be rescheduled within the same academic year. Such requests with accompanying rationale should be sent to AOTA Accreditation staff and do not require ACOTE approval and vote. Because rescheduling an on-site evaluation involves a significant amount of logistics, such requests should be made as far in advance of the on-site as possible.

PROCEDURE FOR REQUESTING A DELAY OR ADVANCEMENT OF AN ON-SITE EVALUATION TO A DIFFERENT ACADEMIC YEAR

A program director may request that an on-site evaluation be delayed to a subsequent academic year or advanced to an earlier academic year. Such requests require ACOTE approval and vote. The procedure for requesting a delay or advancement of on-site follows:

1. Requests for delay or advancement of an on-site evaluation must be submitted through the ACOTE eAccreditation Portal (https://acote.aota.org) using the "Substantive Change" tab *at least* 6 months prior to the scheduled on-site evaluation.

2. The request must include the program's rationale for requesting a delay or advancement and the length of of time requested (e.g., 1 or 2 years). Unless there are extenuating circumstances, requests for delays that would result in an accreditation term of longer than 10 years will not be considered.

3. Until a decision is made, the program must proceed with preparations as though the on-site were occurring as originally scheduled.

ACOTE'S CONSIDERATION OF A REQUEST FOR DELAY OR ADVANCEMENT OF ON-SITE EVALUATION

1. Upon receipt, the program's request for a delay or advancement of on-site evaluation is forwarded by AOTA Accreditation staff to the ACOTE reviewers assigned to the program. The reviewers complete a review of program's history with consideration given to the factors listed below.

    - Request for participation in a coordinated survey
    - Changes in program level since the last on-site evaluation (e.g., transition from a master's-degree level to a doctoral-degree level)
    - Number of years since the last on-site evaluation
    - Impact on current students
    - Frequency and history of asking for delays
    - Status at the last on-site evaluation

2. The reviewers' motion to either approve or deny the request for a delay or advancement of on-site evaluation is presented for a vote by ACOTE at its next scheduled meeting.

3. A letter indicating the final decision of ACOTE regarding the request for delay or advancement will be sent to the CEO, dean, and program director. If the delay is granted, a new ACOTE Certificate of Accreditation reflecting the extension of accreditation will be included with the program director's copy of the letter. Subsequent administrative adjustments will be coordinated by AOTA accreditation staff.