

ADMINISTRATIVE PROCEDURES

V. D. FAILURE TO SUBMIT 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®). 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, a warning letter is sent to the program director (with a copy to the dean), stating that the ***report must be received within 15 working days of the due date*** or the program will be placed on Administrative Probationary Accreditation. (See ACOTE Manual Section IV.C.)
3. If the late report is a Report of Self-Study:
 - a. The paper reviewer and on-site team will be contacted by Accreditation Department 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 15-day grace period, receipt of the report is acknowledged by the Accreditation Department and the report is reviewed by the ACOTE at their next scheduled meeting.
5. If a report is not received by 5:00 p.m. on day 15 of the grace period, the program will be placed on Administrative Probationary Accreditation.

Once a delinquent report is received, it is acknowledged by the Accreditation Department, and the Administrative Probationary Accreditation status is removed.

Note: *To accommodate the uncertainty of the U.S. Postal Service and ensure that reports are received by the due date, it is recommended that reports be sent 2 weeks in advance. Otherwise, an overnight delivery service should be considered.*