

Instructions for circulating the Internal Accreditation Signature Form

1. Download the fillable Internal Accreditation Signature Form.

Internal Accreditation Signature Form

Program _____ Status Review in: draft form final form Date _____

Please ensure that all requirements for compliance have been reviewed. All signatures must be obtained before responding to the accrediting body. Your signature on this form signifies that you have read and agree to the contents of the accreditation proposal as submitted.

Department

Accreditation Coordinator

Department Chair

College

College Assessment Coordinator

Associate Dean

Dean

Accreditation Review Center

NOTE: One or both Dean of Undergraduate/Graduate Studies may be required, depending on the program reviewed.

Dean of Undergraduate Studies

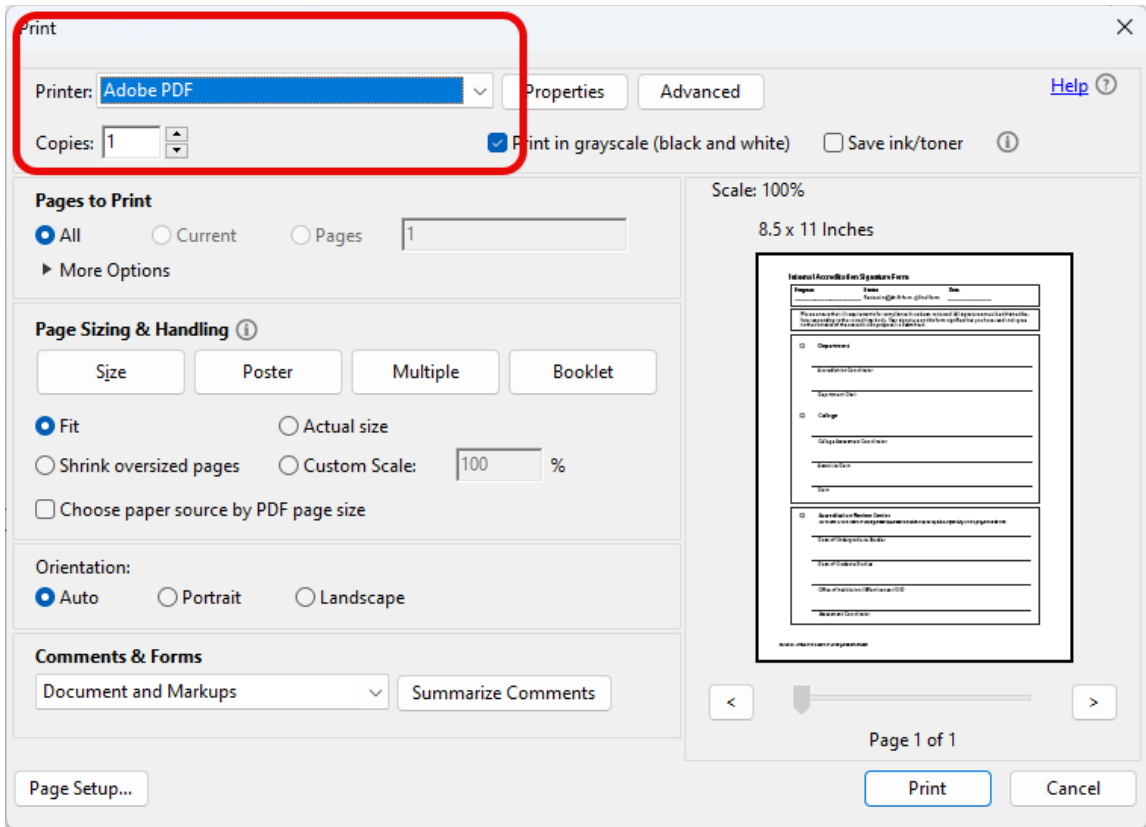
Dean of Graduate Studies

Office of Institutional Effectiveness (OIE)

Assessment Coordinator

Fall 2024 - Office of the Dean of Undergraduate Studies

2. Enter the name of the program being reviewed and the date, and indicate whether it is the draft or final version of the review report that is under review by the signatories.
3. Enter the name of each reviewer above their title/role. Note that one or both Dean of Undergraduate/Graduate Studies may be required, depending on the program being reviewed.
4. Once all names are entered, save the file.
5. Next, PRINT the file to PDF. This gives you a copy that no longer has fillable fields, which can be uploaded to Adobe Sign.



- When you upload the form in Adobe Sign, allow it to be circulated in any order by setting the Recipients toggle to “Complete in Any Order.” Enter email addresses for each of the signers. You may optionally enter your own email address as Acceptor.

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Send from: Academic Affairs\Undergraduate Studies (Pri... ?

Recipients*

Complete in Order Complete in Any Order

Enter recipient email

- Add signature fields for everyone whose name is on the form and then click to Send.

Their signature on this form indicates that the signer has read and agrees to the contents of the accreditation proposal as submitted.