



COUNCIL ON SOCIAL WORK EDUCATION

**Board of Accreditation (BOA)  
Department of Social Work Accreditation (DOSWA)**

**ACCREDITATION POLICY HANDBOOK**  
*for Baccalaureate and Master’s Social Work Program Accreditation*  
**version 9.2023**

Accreditation policies are subject to change. Periodic updates to this handbook are effective immediately. When updates occur, program primary contacts are notified, and the handbook is posted publicly. Visit the accreditation webpages at [www.cswe.org](http://www.cswe.org) to ensure use of the current version of this handbook.

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# 1. Introduction to Accreditation

## 1.1 Directory of Accredited Programs

CSWE accreditation staff maintain a [Directory of Accredited Programs](#) including information about each accredited and candidate program. Prospective students, current students, alumni, admission representatives, licensing boards, employers, the public, and other interested parties utilize the directory to obtain important information about programs, accreditation status, offerings, and contact information.

Each program's primary contact is responsible for ensuring that CSWE records remain current and accurate, including the public-facing directory listing located on the CSWE website. Review policy [4.1 Primary Contact & Accreditation Communications](#) for more information on the primary contact's roles and responsibilities. Review policy [4.9 Program Changes](#) for more information on completing updates to CSWE records and the program's directory listing,

CSWE accreditation staff also maintain a list of [accredited post-master's fellowship programs](#), [formerly accredited or approved baccalaureate programs](#), and [formerly accredited master's social work programs](#).

## 1.2 Regularly Scheduled Accreditation Reviews & Continuous Compliance

Social work programs are accredited for a period of 8-years. Between these regularly scheduled accreditation reviews, programs are responsible for implementing, demonstrating, and maintaining compliance with the EPAS and accreditation requirements at all times.

Accreditation is an ongoing process and programs are encouraged to engage in program renewal and continuous quality improvement efforts in addition to maintaining minimum compliance with the accreditation standards.

While programs may identify individuals, groups, or committees to lead accreditation-related efforts, the social work program as a whole is responsible for maintaining accreditation.

CSWE accreditation staff encourage all administrators, full-time and part-time faculty, staff, students, field instructors, board members, and other relevant program stakeholders to understand and actively participate in accreditation processes. Ongoing accreditation efforts, including periodic reaffirmation reviews, are owned by and affect the entire program. Therefore, team-based approaches are highly recommended.

## 1.3 Integrity Policy

### Doctrine of Integrity

In all relationships with the Council on Social Work Education and its Board of Accreditation (BOA), a program shall demonstrate honesty and integrity. In submitting materials for

candidacy, reaffirmation, or other accreditation-related processes, the program agrees to comply with CSWE's requirements, policies, procedures, guidelines, decisions, and requests.

Accredited and candidate programs must evidence full and candid disclosure and shall make readily available all information necessary to determine compliance. Programs are responsible for ensuring the integrity of the data and information submitted. Presenting false or materially inaccurate information, either through intent or through failure to exercise care and diligence in verifying the information, is considered a breach of this policy.

### **Breaches of Integrity**

The program's failure to disclose information honestly and completely by presenting false or materially inaccurate information, by the intentional omission of relevant information, or by a distortion of information for the purpose of deliberate misrepresentation, will be considered a breach of integrity, in and of itself. Programs will be held responsible for the actions of its representatives. Verification of any alleged instances of breaches of integrity that impact compliance with one or more accreditation standards or requirements is referred to the BOA Executive Committee. The committee may conduct an investigation that may result in sanctions that could adversely affect the program's accreditation or candidacy status with the CSWE-BOA.

## **1.4 Confidentiality of Accreditation Reviews & Services**

All Board of Accreditation (BOA) meetings and proceedings, including program materials and decision-making, are strictly confidential. BOA members and CSWE accreditation staff may not discuss nor disclose meeting content beyond the official dissemination processes. Accreditation decisions are [disclosed publicly](#) and published in the [Directory of Accredited Programs](#) 30-days after each meeting concludes.

Only information presented to the BOA by the program or acquired through accreditation-related processes will be considered when evaluating compliance with the EPAS, interpretations, and accreditation requirements. In their deliberations, the BOA shall not consider extraneous information.

BOA members must delete and/or destroy all electronic files pertaining to program reviews after each BOA meeting concludes.

BOA member and site visitors must delete and/or destroy all electronic program files after each visit concludes. Visit reports may be retained.

Consultations provided by CSWE accreditation staff are confidential.

CSWE accreditation staff do not share program-specific information with other stakeholders, including other programs. This includes discussing other programs' compliance plans, sharing samples, offering networking connections, and identifying programmatic innovations.

## 1.5 Use of Aggregate Data for Research Purposes

CSWE accreditation staff use program materials (e.g., self-studies, benchmarks, substantive change documents) data for purposes of quality assurance for the Board of Accreditation (BOA), research related to social work education, and in preparing information for the revision of the Educational Policy and Accreditation Standards (EPAS).

Data are reported in aggregate form only and programs are not individually identifiable. Such research may significantly improve CSWE and BOA's understanding of the current state of social work education, and we thank programs in advance for their contribution.

There will be no repercussions on accreditation status as a result of CSWE using aggregate program accreditation materials for research purposes.

## 1.6 Accreditation Status Statements for Websites & Materials

### Pre-candidacy Status

**Statement for pre-candidate programs to post on their websites or use in marketing, recruitment, or other print and electronic materials:**

[Program Name] is currently in pre-candidacy for accreditation by the Council on Social Work Education's (CSWE) Board of Accreditation (BOA).

Pre-candidacy for a baccalaureate or master's social work program by the BOA indicates that it submitted an application to be reviewed for candidacy and received approval of its Benchmark 1 from CSWE accreditation staff to move forward for a candidacy review within 1-year. A program that has attained pre-candidacy status has not yet been reviewed by the BOA nor verified to be compliant with the Educational Policy and Accreditation Standards (EPAS).

Students that are admitted to pre-candidate programs in the fall (or later) of the academic year in which the program is granted candidacy status will be retroactively recognized as graduates from a CSWE-BOA accredited program as long as the program attains initial accreditation. Candidacy is typically a 3-year process and attaining pre-candidacy does not guarantee that a program will eventually attain candidacy and initial accreditation.

Pre-candidacy applies to all program options, which includes locations and delivery methods.

Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

Review our program's pre-candidacy status in [CSWE's Directory of Accredited Programs](#). For more information about social work accreditation, contact [CSWE's Department of Social Work Accreditation](#).

### Candidacy Status

**Statement for candidate programs to post on their websites or use in marketing, recruitment, or other print and electronic materials:**

[Program Name] has achieved candidacy for accreditation by the Council on Social Work Education's (CSWE) Board of Accreditation (BOA).

Candidacy for a baccalaureate or master's social work program by the BOA indicates that it has made progress toward meeting standards of program quality evaluated through a peer review accreditation process. A program that has attained candidacy status has demonstrated a commitment to meeting the standards set by the Educational Policy and Accreditation Standards (EPAS) but has not yet demonstrated full compliance.

Students that are admitted to candidate programs in the fall (or later) of the academic year in which the program is granted candidacy status will be retroactively recognized as graduates from a CSWE-BOA accredited program as long as the program attains initial accreditation. Candidacy is typically a 3-year process and attaining candidacy does not guarantee that a program will eventually attain initial accreditation.

Candidacy applies to all program options, which includes locations and delivery methods.

Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

Review our program's candidacy status in [CSWE's Directory of Accredited Programs](#). For more information about social work accreditation, contact [CSWE's Department of Social Work Accreditation](#).

**Accredited Status**

**Statement for accredited programs to post on their websites or use in marketing, recruitment, or other print and electronic materials:**

[Program Name] is accredited by the Council on Social Work Education's (CSWE) Board of Accreditation (BOA).

Accreditation of a baccalaureate or master's social work program by the BOA indicates that it meets or exceeds standards of program quality evaluated through a peer review accreditation process. An accredited program has sufficient resources to meet its mission and goals and the BOA has verified that it demonstrates compliance with all sections of the Educational Policy and Accreditation Standards (EPAS).

Accreditation applies to all program options, which includes locations and delivery methods.

Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

Review our program’s accredited status in [CSWE’s Directory of Accredited Programs](#). For more information about social work accreditation, contact [CSWE’s Department of Social Work Accreditation](#).

## **Conditionally Accredited Status**

### **Statement for conditionally accredited programs to post on their websites or use in marketing, recruitment, or print and electronic other materials:**

[Program Name] is conditionally accredited by the Council on Social Work Education’s (CSWE) Board of Accreditation (BOA).

Conditional accreditation of a baccalaureate or master’s social work program by the BOA indicates that it has not demonstrated compliance with one (1) or more of the Educational Policy and Accreditation Standards (EPAS). Programs placed on conditional accredited status must demonstrate compliance with all standards within 1-year of the BOA’s decision. If a program is unable to demonstrate compliance within 1-year, the BOA may withdraw accredited status. Students that graduate from conditionally accredited social work programs will be recognized as graduates from a CSWE-BOA accredited program.

Conditional accredited status applies to all program options, which includes locations and delivery methods.

Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

Review our program’s accreditation status in [CSWE’s Directory of Accredited Programs](#). For more information about social work accreditation, contact [CSWE’s Department of Social Work Accreditation](#).

## **1.7 CSWE-BOA Accreditation Logo**

Accredited programs may [download the “accredited by CSWE-BOA” logo](#). Programs in pre-candidacy or candidacy are eligible to display this logo after initial accreditation is achieved.

To request the logo in a different format contact [comms@cswe.org](mailto:comms@cswe.org).

### **Guidelines for Use of the Logo**

- The logo must always appear in isolation, uncluttered by competing images; appear horizontally; and be freestanding on a white background and never “framed” in a box.
- The logo is composed of two distinct elements, the graphic image and the tagline. If resized, these elements must remain proportional.
- Do not add words or other visual elements to the logo.



- Programs accredited by the CSWE Board of Accreditation (CSWE-BOA) may use the CSWE logo only as a part of the accreditation logo and only to indicate that a program is accredited by CSWE-BOA.
  - Please remove the CSWE logo from any printed or electronic material, if it appears without the Accreditation tagline.
- When the accreditation logo is placed on an institutional/program website, it must link directly to the CSWE accreditation webpage at <https://www.cswe.org/accreditation/>.

Review policy [1.6 Accreditation Status Statements for Websites & Materials](#) for language to use in printed and electronic materials.

## **1.8 Use of Consultants**

CSWE's Department of Social Work Accreditation and the Board of Accreditation do not recommend the use of external paid and unpaid consultants. External consultants hired by programs to assist in their progression through candidacy, reaffirmation of accreditation, or other accreditation processes are not employees or agents of CSWE. CSWE is in no way responsible for the services provided by such consultants, and in no way does CSWE guarantee, recommend, or endorse the services of any consultant.

## **2. CSWE Department of Social Work Accreditation Services & Resources**

### **Services**

CSWE accreditation staff provide services, resources, education and training, and/or general information to the following stakeholder groups:

- Social work education programs
- CSWE accreditation volunteers
- Members of the public

Learn more about the [services](#) provided by the CSWE Department of Social Work Accreditation.

Visit the [CSWE website](#) to contact current accreditation staff.

### **Resources**

Resources are routinely published on the [CSWE website](#).

### **Evaluation of the Accreditation Process**

Following receipt of an accreditation decision, surveys may be sent to programs to solicit feedback on the accreditation process, including their experiences with CSWE accreditation staff and volunteer visitors. When a concern is raised during the feedback process, it is brought to the attention of the accreditation leadership team, who may take action or refer the concern to the Board of Accreditation Executive Committee.

## 3. Board of Accreditation

### 3.1 Introduction to the Board of Accreditation (BOA)

The CSWE Board of Accreditation (BOA) is the sole accrediting body for social work education in the United States and its territories. The BOA receives its authority from CSWE's [bylaws](#), and through its recognition granted by the [Council for Higher Education Accreditation \(CHEA\)](#). A [Memorandum of Agreement \(MOA\)](#) between the CSWE Board of Directors and the accrediting body delegates accrediting authority to the BOA.

The BOA is responsible for establishing accreditation standards and processes, and conducting accreditation reviews to ensure high quality educational programs that prepare graduates to meet the changing demands of professional social work practice. The BOA's scope of accreditation includes:

- [Baccalaureate and Master's Social Work Degree Programs](#)
- [Professional Practice Doctoral Programs](#) (currently piloting)
- [Post-master's Social Work Fellowship Programs](#)

Within CSWE, the BOA is autonomous in all actions related accreditation decision-making, revising and interpreting standards, and developing accreditation policies and procedures. The BOA has final approval authority of the accreditation standards. As the decision-making body, the BOA has sole and complete authority as the final arbiter of compliance with the Educational Policy and Accreditation Standards (EPAS) or other accreditation requirements.

Accreditation decision-making is based on the EPAS and other accreditation requirements developed by the BOA. The EPAS are reviewed and revised at periodic intervals, usually 7-years. The EPAS are updated through a multi-step process spanning several years, which includes multiple drafts and calls for feedback, prior to the publication of a new set of EPAS.

Accreditation is a peer-review process, accomplished via dedicated volunteer contributions of BOA members and site visitors. The BOA is composed of peer social work educators, practitioners, and public members.

#### Composition

A minimum of thirty (30) members of the BOA shall be appointed by the Chair of the CSWE Board of Directors for terms of 3-years. It shall be composed of thirty (30) CSWE members and at least one (1) public representative who shall not be current or past members of the social work education sector.

Appointments shall be made with due consideration for the balance of factors necessary for the efficient and effective work of the BOA. BOA members may serve a maximum of two (2) consecutive terms, for a total of six (6) consecutive years total. Composition of the BOA shall be consistent with the [CSWE Diversity, Equity, and Inclusion Policy](#) and will be monitored

annually by CSWE accreditation staff and the BOA Executive Committee.

Visit the [CSWE website](#), for a list of current BOA members.

## 3.2 Criteria for Appointment

The following criteria guide the appointment selection:

- Dedicated peers and volunteers
- Hold full-time faculty or administrative appointments in CSWE-BOA accredited social work programs
- Have a minimum of 5-years teaching and/or practice experience
- Recent experience as a CSWE site visitor, having conducted at least three (3) site visits under the current EPAS
- Have demonstrated knowledge of curriculum development and accreditation procedures
- Reflect the geographic representation of the CSWE membership
- Represent a variety of program attributes (e.g., level, size, auspice)
- Maintain active CSWE membership
- Commit to attending all meetings, reviewing program materials electronically, and conducting candidacy visits for candidate programs
- Practitioners or individuals from other disciplines (i.e., public members)

### Disqualifications

- No person shall serve simultaneously on the CSWE Board of Directors and the BOA. **Note:** The BOA Chair's responsibilities include serving as an ex officio member of the CSWE Board of Directors.
- No person shall serve simultaneously on any other CSWE commission or council and the BOA.
- During their terms on the BOA, BOA members shall not serve as site visitors (including mock site visits) or as consultants to candidate or accredited programs.

## 3.3 Role & Responsibilities

### Performance Expectations & Ethical Guidelines

Accreditation of social work education programs is central to the social work profession; therefore, the accreditation process must be carried out ethically, with integrity, competence, and free from bias. Board of Accreditation (BOA) members are expected to conduct themselves in a manner that ensures these values are upheld.

When accepting an appointment, BOA members are required to follow the BOA's *Ethical Guidelines* and sign an ethical pledge at each meeting. This ensures that the BOA duties are carried out equitably, by avoiding real or apparent conflicts of interest or other improprieties. Adherence to these guidelines is essential to maintaining and preserving the integrity and

effectiveness of the accreditation process.

If a BOA member has information believed to be relevant to the accreditation process, they must discuss this with the BOA Chair and CSWE executive director of accreditation to determine the appropriate use of the information.

BOA members shall not make any negative or disparaging comments in private or public about their involvement in the accreditation process and program materials.

### **Role and Responsibilities**

BOA members' primary tasks are:

- Commit to attending three meetings annually.
- Reviewing meeting materials to participate in plenary, workgroup, and committee sessions.
- Conducting candidacy visits annually for programs seeking *Candidacy Status*, a *Second Year of Candidacy Status*, or *Initial Accreditation*.
- Reviewing program materials electronically, including: candidacy visit documents, candidacy and reaffirmation documents, and other accreditation-related documents.
- Discuss program materials with assigned workgroup members and CSWE accreditation specialist.
- Participate on standing or ad-hoc committees.
- Participate in orientation, BOA member training, site visitor training, and other accreditation workshops or webinars as requested by the CSWE executive director of accreditation.
- Represent the BOA before constituent groups at the request of the BOA Chair and/or CSWE accreditation staff.

In addition, BOA members are expected to:

- Maintain expertise in the interpretation of the Educational Policy and Accreditation Standards (EPAS).
- Remain current on the policies and procedures of the BOA as recorded in this handbook.
- Review all assigned program materials with EPAS, interpretations, BOA policies and procedures, and a minimum compliance framework.
- Consider only materials provided by CSWE accreditation staff and never seek out or use information obtained from other sources (e.g., program websites, professional experience, relevant literature, or industry best-practices).
- Treat all program materials and the BOA decision-making process as confidential, to be discussed only during BOA meetings.
- Contact the CSWE accreditation specialist assigned to the program with questions about programs under review.
- Never contact administrators, faculty, staff, students, colleagues, or third-party sources with questions about programs that are assigned for review.

- Complete decision briefs according to the instructions on the form and craft citation language used for the BOA decision letter.
- Return all decision briefs no later than the assigned due date, to the workgroup's CSWE accreditation specialist.
- Provide objective/factual commentary, EPAS-based citations, draft letter language, and recommendations for the programs assigned.
- Recuse self from BOA deliberations about programs or business when there is a [conflict of interest](#).
- Delete and/or destroy all program materials after each meeting.

### **During Candidacy Visits**

Furthermore, during candidacy visits BOA members are expected to:

- Travel coach and not bill programs for telephone calls, alcohol, or other personal expenses.
- Prepare for the visit by thoroughly reading all benchmark materials.
- Refrain from imposing personal preferences, comparing programs, or sharing subjective opinions about the quality of any aspect of the program.
- Consult on program development.
- Contact the program's CSWE accreditation specialist assigned if there is a particular concern, question, or an issues that arises before, during, or after the visit.
- Complete and submit the *Candidacy Visit Report* to the program's CSWE accreditation specialist no later than 2-weeks after the visit concludes.

New BOA members do not conduct candidacy visits until they attend a minimum of two (2) BOA meetings.

### **Former BOA Members**

Former BOA members can conduct candidacy visits for up to 3-years after they rotate off the BOA to increase the number/pool of available visitors. Former BOA members that continue to conduct visits after rotating off may provide consultation to candidacy and accredited programs at their discretion outside of their visitor role. In such instances, the former BOA member must identify the program they consult with as a conflict of interest and cannot conduct visits to those programs.

### **Failure to Execute BOA Member Role & Responsibilities**

If BOA member fails to dutifully and faithfully execute their role and responsibilities, including upholding all ethical guidelines, the BOA Chair and CSWE executive director of accreditation will meet to develop a performance feedback, remediation, or termination plan based upon the specific situation. The BOA Chair and CSWE executive director of accreditation will invite the BOA member to provide further details and input. The final authority to execute the plan falls within the authority of the BOA Executive Committee and the CSWE executive director of accreditation, including referral for removal of BOA member from service.

## 3.4 Chair & Vice Chair

### Chair

The Board of Accreditation (BOA) Chair is the official spokesperson of the BOA. The BOA Chair is [elected](#) by the BOA.

The chair of the BOA has the following responsibilities:

- Member of the BOA Executive Committee.
- Preside over meetings of the BOA and Executive Committee; cognizant of pace, tone, and dynamics.
- Serves as an ex-officio member on the CSWE Board of Directors, representing the BOA.
- Acts as the official head of the BOA in the direction of its business and enforcement of the [Memorandum of Agreement](#) and other official agreements.
- Speak on behalf of the BOA with external and internal stakeholders (e.g., listservs, conferences).
- Represents the BOA at annual meetings, when requested, such as the Annual Program Meeting (APM), Baccalaureate Program Directors (BPD), National Association of Deans and Directors (NADD), and other organizations as required.
- Attend regular planning meetings with the CSWE executive director of accreditation.
- Annually review member applications in collaboration with the CSWE executive director of accreditation.
- Appoint vice chair of the BOA.
- Provide constructive feedback, mentorship, and remediation, as needed regarding performance of members of the BOA.
- Address BOA members' requests for leave.
- Lead the BOA in decision-making and consensus building.
- Contributes to the annual performance review of the CSWE executive director of accreditation, as requested by the CSWE President and CEO.
- Develop a collaborative and trusting relationship with CSWE accreditation staff.

Only the BOA Chair or the chair's designee speaks for entire BOA. BOA members must not make statements or give opinions that appear to represent the BOA.

### Vice Chair

The BOA Vice Chair is appointed by the BOA Chair.

The vice chair of the BOA has the following responsibilities:

- Member of the BOA Executive Committee.
- Perform the duties of the Chair in the absence of or the inability of the Chair to act.
- Record keeping and cross-checking citations and ratifications during the BOA meetings.

- Assist the Chair in providing constructive feedback, mentorship, and remediation, as needed, regarding performance of members of the BOA.
- Lead training and development sessions for members, as requested by, and in collaboration with, accreditation staff.
- Assist with meeting pace, tone, and dynamics.
- Assist in decision-making and consensus building.
- Annually review member applications, as requested by the Chair.
- Develop a collaborative and trusting relationship with accreditation staff.

### **3.5 Election of Chair**

The CSWE Board of Accreditation (BOA), as established in the [CSWE bylaws](#) Article 3, Section 5, sets forth the following policies and procedures for election of the BOA Chair.

#### **Eligibility to Serve as BOA Chair**

Eligibility to serve as BOA Chair is limited to members of the accrediting body whose term is active during the election and have served at least 3-years as a member of the accrediting body under current or previous appointment.

#### **Eligibility to Vote for BOA Chair**

Those eligible to vote are members of the accrediting body whose term is active during the election.

#### **Terms**

The term of office for all newly elected BOA chairpersons shall align with the current appointment in a manner that is faithful to [CSWE bylaws](#) Article 3, Section 5.

#### ***Term Limits***

The BOA Chair may serve a lifetime maximum of three 2-year terms (i.e., 6-years).

#### ***Length of Term***

The term of BOA Chair is 2-years. In cases where a chairperson is elected in a second term with less than two years to serve as chair, the CSWE executive director of accreditation will petition the Chair of the CSWE Board of Directors to extend the appointment of the BOA Chair by 1-year; so long as this does not extend the length of service as BOA Chair past the lifetime maximum of 6-years.

The election of BOA Chair-elect shall take place in the year preceding assumption of the role of BOA Chair. The BOA Chair-elect shadows the BOA Chair during transition.



If the current BOA Chair is reelected to serve a second term as BOA Chair, then the BOA Chair shall immediately begin the 2-year term as BOA Chair at the completion of the previous term.

## **Election Procedures**

The election process is administered by Department of Social Work Accreditation staff at the direction of the CSWE executive director of accreditation.

### *Nominations*

Members of the accrediting board may self-nominate or be nominated by current accrediting board members.

Nominations are accepted from October through December of that year.

There is no limit to the number of candidates that may be listed on the initial ballot.

### *Ballot Procedures*

Vote is held by secret ballot. The ballot process shall not permit write-in nominations.

The BOA Chair is determined by the vote of a majority of the accrediting board members at which a quorum is represented.

CSWE accreditation staff present the election outcome to the BOA Executive Committee. The Executive Committee confirms receipt of the vote and CSWE accreditation staff present the outcomes of the election to the full accrediting board.

### *Run-off Election Procedures*

In the event no candidates receive a majority or more of the votes of a quorum, or a tie occurs, a run-off election will be held between the top-two candidates receiving the most votes from the initial ballot cycle, following the same procedures outlined above, and repeated until a winner is chosen by simple majority.

The votes are tallied in rounds, with the lowest-ranked candidates eliminated in each round until there are only two candidates left. The candidate who is determined to have received the majority of the votes (more than 50%) in the final round is declared the winner.

## **Termination of Chair**

Service as BOA Chair shall be terminated at any time by a majority vote of a quorum of the accrediting board.

## **3.6 Committees**

All committees provide verbal updates and/or written reports to the full Board of Accreditation (BOA) at their meetings. The BOA has two standing committees. Additional ad-hoc committees and taskforces may be formed on an as needed basis to review developing trends, address emergent issues, or complete tasks to further the purpose of the BOA.

### **Executive Committee**

The Executive Committee serves in place of the BOA between commission meetings. At BOA meetings the committee's work includes the following:

#### *Charges:*

- Monitoring and making recommendations for the revision of accreditation standards.
- Reviewing updates from the CSWE executive director of accreditation.
- Evaluating the processes and procedures of BOA meetings.
- Monitoring the quality assurance of BOA (e.g., consistency in decision-making, BOA resources).
- Developing and considering policies for the BOA, and collaborating with staff in maintaining a record of instituted policies.
- Reviewing staff decisions on timetable changes.
- Reviewing requests for waivers to accreditation standards.
- Reviewing complaints regarding program compliance.
- Reviewing and making recommendations to the full BOA on any topics, trends, or issues that may impact the accreditation process.

*Service Criteria:* The committee is composed of the BOA Chair, the vice chair (appointed by the BOA chair), the work group chairs (appointed by the BOA chair), and the CSWE executive director of accreditation (ex-officio).

### **Policy Committee**

*Charge:* The committee forms, implements, maintains, and monitors policies and procedures and makes recommendations for policy changes to the BOA Executive Committee and/or full BOA. The committee reviews policies on an annual basis.

*Service Criteria:* The committee is composed of BOA members with an understanding of and interest in enhancing BOA policy. A minimum of three (3) BOA members and one (1) CSWE accreditation staff liaison. All committee members are from the BOA at-large.

### **Additional Committees**

The Executive Committee establishes ad-hoc committees based on need and establishes their charges and service criteria.

### **2022 EPAS Implementation**

**Charge:** The committee develops the 2022 EPAS implementation timeline and resources, solicits feedback, and makes recommendations to the Executive Committee or full BOA.

**Service Criteria:** The committee is composed of BOA members with an understanding of and interest in the implementation phase of the 2022 EPAS. A minimum of five (5) BOA members and one (1) CSWE accreditation staff liaison. All committee members are from the BOA at-large.

### *Professional Practice Doctoral Program Accreditation Implementation Committee*

**Charge:** The committee explores all relevant questions regarding the implementation of professional practice doctoral program accreditation and collaborates with CSWE accreditation staff in developing and implementing the pilot accreditation process.

**Service Criteria:** The committee is composed of BOA members with an interest in implementing the pilot for professional practice doctorate; doctoral program experience is preferred. The committee also functions as a 6-member workgroup for pilot programs undergoing review. This workgroup assignment is in addition to existing the BOA member's baccalaureate and master's workgroup assignment.

### *Fellowship Review Committee (FRC) Liaisons*

**Charge:** Liaisons attend three (3) virtual FRC meetings (January, May, and September) annually. Participation in the FRC meetings allows the liaisons to obtain firsthand knowledge of FRC discussions and provide more opportunities to give feedback and direction to fellowship accreditation initiative. Following each FRC meeting, fellowship accreditation staff will provide the liaisons a copy of the meeting minutes and the report that will be presented at the next BOA meeting.

**Service Criteria:** The committee is composed of two (2) BOA members (one of which may be the public member) with an interest in post-master's fellowship education and enhancing the fellowship accreditation process. Fellowship programs are practice-based and offer trainees a minimum number of supervised practice and learning experiences.

## **3.7 Workgroup Chairs**

Workgroup chairs have the following responsibilities:

- Members of the Board of Accreditation Executive Committee serving as intermediaries between workgroup and Executive Committee.
- Develop a collaborative and trusting relationship with the accreditation specialist.
- Provide support to accrediting specialists in enforcing due dates, deadlines, and duties with workgroup members.
- Record keeping and cross-checking citations and ratifications during the BOA meetings.
- Provide constructive feedback, mentorship, and remediation, as needed, regarding performance of workgroup members.

- Facilitate workgroup meeting, pace, tone, and dynamics.
- Assist in decision-making and consensus.

### **3.8 Orientation**

New Board of Accreditation (BOA) member orientation is designed and conducted by CSWE accreditation staff. Orientation includes introductory information about BOA processes, preparation for the first meeting, role and responsibilities of BOA members, the decision-making process, and information about the structure and function of the BOA.

Program materials are assigned for review following the BOA members' appointment and orientation.

### **3.9 Meeting Schedule & Attendance**

The Board of Accreditation (BOA) convenes meetings three (3) times annually. Meetings occur over four (4) consecutive days.

#### **Attendance**

BOA members are expected to attend all meetings on time and participate until the conclusion. If unable to attend a meeting, the BOA member must notify the CSWE executive director of accreditation and BOA Chair as soon as possible so that arrangements can be made. When possible, it is expected that the BOA member completes their assigned reviews and submit decision briefs to balance workload and support workgroup processes.

If a BOA member is unable to consistently meet attendance expectations, they may be removed from the BOA.

#### **Setting the Meeting Agenda**

The BOA meeting agenda is set jointly by the BOA Chair and CSWE executive director of accreditation. Any parties beyond the BOA Chair and CSWE executive director of accreditation who wish to propose agenda items for discussion must gain approval from the chair and executive director jointly.

In general, CSWE leadership, Board of Directors, or commissions and councils may make requests for accreditation information or propose items for BOA consideration through the CSWE executive director of accreditation who brings these matters to the BOA Chair and/or Executive Committee for consideration.

The BOA Chair and CSWE executive director of accreditation share sole authority for finalizing the BOA meeting agendas.

## *Plenary Sessions*

Plenary sessions are used to discuss policy issues, take action on committee reports, conduct in-service trainings, ratify workgroup recommendations, and discuss accreditation, higher education, or social work information relevant to preserving the integrity of the accreditation process.

## *Workgroup Meetings*

Program compliance and accreditation status are reviewed in one (1) of five (5) workgroups. Each workgroup is comprised of six (6) BOA members, including a workgroup chair, and staffed by a CSWE accreditation specialist. The workgroup composition remains the same for one (1) academic year, whenever possible. Composition of the workgroup may change annually due to changes in the composition of the BOA at-large.

Prior to each BOA meeting, the CSWE accreditation specialist assigns two (2) BOA member readers from their workgroup to review each program's materials. After reading the program materials, the BOA member reader makes a recommendation via a decision brief regarding the program's compliance with the Educational Policy and Accreditation Standards (EPAS) and submits the decision brief to the CSWE accreditation specialist.

The CSWE accreditation specialist compiles the decision briefs into a book of draft BOA decision letters. The book is distributed to the workgroup for a period of reconciliation, when the two (2) BOA member readers per program finalize each citation and decision.

During the BOA meeting, all six (6) BOA members in the workgroup review the readers' recommendations, formulate a workgroup recommendation for consideration by the full BOA, and approve draft language for the BOA decision letter. The workgroup ensures the language of the letter accurately reflects the rationale and next steps, so the CSWE accreditation specialist can consult with programs about the BOA's decisions.

The recommendations from each workgroup are ratified by the full 30-person BOA at its final plenary session.

## *Ratification Process*

A methodology shall be used in the ratification/voting process that provides details of workgroup recommendations, promotes BOA discussion, and facilitates informed decision-making.

## **Conflicts of Interest & Confidentiality During Meetings**

If a BOA member has a conflict of interest with a program under review, they must recuse themselves from the room when that program is discussed in workgroup deliberations and from voting on that program during the ratification process. Review policy [\*3.10 Conflicts of Interest for Accreditation Volunteers\*](#) for more information.

When the workgroup chair has a conflict of interest, another BOA member serves as temporary chair for the review of that program. The workgroup chair may select the temporary chair to serve in their absence.

BOA members will be assigned to workgroups in which their programs are not reviewed.

All BOA meetings and proceedings, including program materials and decision-making, are strictly confidential. BOA members and accreditation staff may not discuss nor disclose meeting content beyond the official dissemination processes. Review policy [1.4 Confidentiality of Accreditation Reviews & Services](#) for more information.

### *Stewardship of Materials*

BOA members must delete and/or destroy all electronic files pertaining to program reviews after each BOA meeting concludes.

Upon the conclusion of their service, BOA members must delete and/or remove their access to all electronic files pertaining to their BOA service.

## **3.10 Conflicts of Interest for Accreditation Volunteers**

To ensure that programs receive an equitable and impartial review from the Board of Accreditation (BOA), free from any ethical conflicts or inappropriate influences that could either corrupt the integrity of the accreditation process or could result in any appearance of impropriety, the following conflict of interest policies and procedures shall be in place. The same rules apply for all volunteers interacting with programs on behalf of CSWE-BOA (whether BOA members or site visitors).

### **Ethical Guidelines & Direct Conflicts**

A variety of situations exist where the potential for ethical dilemmas in the form of a conflict of interest (hereinafter “COI”) can arise, when volunteers serve in the capacity of a site visitor or a BOA member. Some of these potential ethical conflicts are easily discernable and others more nuanced. The questions of whether the visitor can act in an impartial manner free from any bias, or the potential for the program to believe that any such lack of impartiality exists, must be paramount to determining the existence of a potential ethical COI.

### **Situations Where Recusal is Necessary**

If any of the following situations occur, the volunteer must recuse themselves from any involvement in the visitation or review of a program, and decision-making about a program:

1. The volunteer lives or works in the geographical location of the institution or social work program’s main campus (i.e., within the same state or metropolitan area); if the volunteer is affiliated with the same educational system (e.g., SUNY, CSU, etc.); or where the appearance of a conflict of interest might be present. If a program is online-only, this

applies to a volunteer who lives or works in the same state or metropolitan area of the institution's main campus.

- a. An exception to this rule is that volunteers may conduct visits when there is a necessity for a Spanish-speaking volunteer regardless of geographical location, as long as that volunteer does not fall under any other situations where recusal is necessary.
2. The volunteer visited the program for the last accreditation review.
    - a. An exception to this rule is BOA members may be readers of program documents for programs they have read for previously.
    - b. An exception to this rule is BOA members may be readers of program documents for Spanish-speaking programs they have visited in a prior candidacy benchmark due to the necessity for review by Spanish-speaking BOA members.
  3. The volunteer has any existing or prior relationship with the institution or the social work program, as an employee, faculty member (full or part-time), staff member, student, alumnus, intern, donor, board member, member of educational or research collaborative, previous or current applicant (student or employment), party to any litigation, and/or consultant.
  4. The volunteer has any pecuniary or personal interest in the program or its parent institution. This may include but is not limited to, any monetary or personal interest in the outcome of an accreditation decision; any close personal or professional relationships with individuals at the institution or social work program (including, but not limited to, any family members attending); or nonpublic or privileged information.
  5. The volunteer believes that any other circumstances not aforementioned, could result in an impairment of judgement, create any appearance of impropriety, or cast any reasonable doubt as to the integrity of the accreditation process.
  6. Any exceptions to the above must be approved by Department of Social Work Accreditation (DOSWA) staff or the BOA Executive Committee.

### **Confidentiality of Accreditation Process and Materials**

Program materials provided to volunteers are strictly to be used in furtherance of the accreditation process for the specific program that developed those materials. These materials are confidential, as is the review process. The volunteer is not to use any of that program's materials for any other purpose and must dispose of, delete, and/or destroy any program-related materials following the site visit or review. Any volunteer who is found to have used program materials for personal gain, consultant work, internal use by their own program, or discusses confidential program material or findings with any external source outside of Department of Social Work Accreditation (hereinafter "DOSWA") staff, will be removed from service.

### **Responsibility to Notify of Alleged COI**

## *Programs*

If a program is aware of any potential COI issue related to visitor assignments, they are responsible for immediately notifying DOSWA staff (i.e., the [accreditation volunteer coordinator](#)) of such potential COI, so that alternative arrangements can be made. Should it later be determined that a program knew or should have known of a potential COI and did not disclose this, it could have a potential adverse impact on their accreditation status per policy [1.3 Integrity Policy](#).

## *Volunteers*

Should a volunteer become aware of any potential COI, it is also their responsibility to immediately notify DOSWA staff (i.e., the program's CSWE accreditation specialist and the [accreditation volunteer coordinator](#)) of such potential COI, so that alternative review or visit arrangements can be made. Should it be later determined that a volunteer knew or should have known of a potential COI and did not disclose this, they will be referred to the BOA Executive Committee for remediation and potentially removed from future service.

## **Accepting Gifts & Personal Time**

The primary function of a visit is gathering information from programs in furtherance of the accreditation process. Social engagements, gratuities, or gifts may interfere with this function or create an appearance of impropriety or bias. Therefore, in furtherance of a need to keep the accreditation process impartial, site visitors and candidacy visitors shall not accept non-visit related social invitations or gifts from institutions, programs, individual faculty/staff, students, or any other stakeholder group, and shall politely decline any such overtures in relation to the visit.

Additionally, while conducting a visit, a volunteer may be in close proximity to family, friends, colleagues, etc. Volunteers must exercise prudence and refrain from visiting with any of these personal contacts during the time in which they are scheduled to attend to matters associated with the visit. Volunteers must not make any plans that may interfere with their work of the visit, given that the travel and lodging the site visitor is receiving is at the expense of the program and is with the understanding that they first perform the duties associated with the visit, free from any distractions. Upon the conclusion of the visit, the volunteer exercises care and discretion in the use of their personal time, ensuring that any personal activities do not incur additional cost or undue burden on the host institution and program (i.e., extending the visit an additional day or night).

## **3.11 Educational Policy & Accreditation Standards (EPAS)**

The Board of Accreditation (BOA) uses the Educational Policy and Accreditation Standards (EPAS) to evaluate compliance and accredit social work programs. The EPAS support academic excellence by establishing national thresholds for programmatic quality and professional competence. The EPAS permits programs to use traditional and emerging models of curriculum



design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

While using the EPAS to set goals for minimum compliance, programs can use creativity, innovate, and pilot educational offerings and operations that allow the program to best achieve its mission, goals, and competencies within its unique context.

The EPAS are conceptually linked. The educational policy describes each programmatic feature, and the derived accreditation standards specify the requirements used to develop and maintain an accredited social work program. The EPAS describes multiple features of an integrated curriculum design.

Per Council on Higher Education Accreditation (CHEA) requirements, the BOA must periodically review and update the accreditation standards. Usually, every 7-years the BOA revises the EPAS. The BOA is committed to engaging programs and the public in the revision process through drafts issued for public comment.

Programs are accountable to the set of EPAS under which they are currently operating. The BOA may issue implementation timelines, requirements, and resources when a new set of EPAS is published. Programs may be required to transition to a new set of EPAS on a specific timeline.

### **Interpretation Guide**

The BOA also maintains an interpretation guide, an official companion document to the EPAS, providing programs with the BOA's intent and interpretation of the EPAS. Interpretations further clarify the BOA's expectations for programs to meet each accreditation standard and provide guidance for developing clear and concise written compliance narratives in accreditation documents. The BOA uses the interpretation guide to conduct consistent and complete reviews of a program's compliance with the EPAS to issue candidacy, reaffirmation, or other accreditation decisions.

### **Commercial Assessment Instruments and Packages**

The BOA does not endorse third-party, commercial, standardized, or customized assessment instruments and packages. Although the BOA does not prohibit the use of these commercial packages, it is the responsibility of programs to use assessment plans with assessment instruments that are compliant with the EPAS.

## **3.12 Compliance, Concern, and Noncompliance Definitions & Citations**

### **Definitions**

The Board of Accreditation (BOA) uses the Educational Policy and Accreditation Standards (EPAS), Interpretation Guide, and accreditation requirements to conduct consistent and complete reviews of programs for candidacy, initial accreditation, reaffirmation of accreditation, substantive changes, special compliance reviews, and other accreditation processes.

The BOA's reviews, citations, and decision-making are based upon the program implementing, demonstrating, and maintaining compliance with the EPAS, interpretations, and accreditation requirements.

The BOA is the sole and final arbiter of compliance. Site visitors serve an important role in collecting clarifying information on behalf of the BOA. However, site visitors do not have the ability to determine compliance, cite standards, or recommend a decision to the program or BOA.

The following definitions guide the BOA in their decision-making process:

- **Compliance:** The program-submitted information was clear, complete, and accurate as evaluated by the BOA.
- **Concern:** The program-submitted information was unclear, incomplete, inadequate, inconsistent, or inaccurate as evaluated by the BOA.
- **Noncompliance:** The program-submitted information did not meet the minimum requirements as evaluated by the BOA.

### Understanding Citations

A citation is a concern or noncompliance issue identified by the BOA based upon the EPAS, interpretations, or accreditation requirements during an accreditation process.

Citations are documented in a BOA-issued letter such as the *Letter of Instruction* (LOI), deferral letter, decision letter, substantive change letter, or other accreditation letters.

- Citations at the *Letter of Instruction* (LOI) phase of the reaffirmation process are considered concerns.
- Citations at the decision phase of the candidacy and reaffirmation processes may be considered concerns or noncompliance issues and will be labeled accordingly within the body of the letter.
- Citations during a substantive change, special compliance review, and other accreditation process may be considered concerns or noncompliance issues and will be labeled accordingly within the body of the letter.

Each citation identified in the BOA-issued letter will be accompanied by the board's findings, a rationale, and instructions for next steps.

- The reaffirmation LOI is issued directly to the site visitor.
- Deferrals and substantive change letters are issued directly to the program.
- All other final BOA decisions letters are issued to the program's primary contact and institution's president/chancellor.

The BOA employs a fair and impartial peer-review process, ensuring educational programs are provided an opportunity to formally respond to citation(s) identified by the BOA or [appeal an adverse action](#).

### **Minimum Compliance Framework**

The BOA utilizes a minimum compliance review framework based on each social work program's compliance with the EPAS, interpretations, and/or other accreditation requirements. All standards must be upheld to protect students, faculty, staff, clients and constituents, and the public as well as the quality of the educational environment in which competent social workers are prepared.

While the BOA sets the minimum compliance requirements, programs/institutions may elect to exceed the minimum accreditation requirements at their discretion as long as the program demonstrates minimum compliance.

### **Citing Additional Standards**

Occasionally, information provided by the visitor or program may prompt a new citation not identified in a previous accreditation review phase. In such cases, the following decision trees guide BOA members and/or CSWE accreditation staff in providing the program an opportunity to respond to the new citation(s).

### ***Candidacy***

Cite new approval standard(s) if the:

- BOA reader identified a concern/noncompliance issue in the benchmark documents that was not identified by the candidacy visitor.
- Program submitted new concern/noncompliance information in their response to the *Candidacy Visit Report*.
- Program submitted a new compliance plan that warrants a follow up report (e.g., deferral, progress report).

In candidacy, draft standards cannot be cited; however, visitors, CSWE accreditation staff, and BOA readers may provide consultation and developmental feedback on draft standards.

### ***Reaffirmation***

Cite new specific standard(s) if the:

- Site visitor reported new information based on general questions to which the program did not respond clearly and the new information was evaluated as a concern by the BOA.
- Site visitor reported new information based on specific questions to which the program did not respond clearly and the new information was evaluated as a concern by the BOA.

- Program submitted new concern/noncompliance information in their response to general questions.
- Program submitted new concern/noncompliance information in their response specific questions.
- Program submitted a new compliance plan in response to specific questions that warrants a follow up report (e.g., deferral, progress report).
- Program submitted new concern/noncompliance information in their response to a BOA-requested report (e.g., deferral, progress report, modified site visit).

### *Substantive Change*

Cite new impact statements or standard(s) if the:

- CSWE accreditation staff or BOA identified a concern/noncompliance issue in the *Substantive Change Proposal* that was not previously identified.
- Program submitted a new compliance plan that warrants a follow up (e.g., deferral, modified site visit).
- Program submitted new concern/noncompliance information in their response to the deferral or modified site visit.

### *Special Compliance Review*

Cite new standard(s) if the:

- Program submitted new concern/noncompliance information in their report.
- BOA identified a concern/noncompliance issue in the report that was not previously identified.
- Program submitted a new compliance information that warrants a follow up (e.g., deferral, progress report, modified site visit).

While candidacy, reaffirmation, substantive change, and special compliance review processes are the most common, additional accreditation processes may prompt citations.

## **3.13 Decision Letters**

After the meeting, the CSWE accreditation staff finalize decision letters and disseminate them to programs on behalf of the Board of Accreditation (BOA). All final and official BOA decision letters are on CSWE-BOA letterhead and signed by the BOA Chair.

Thirty (30) days after each BOA meeting Letters of Instruction (LOI) to the site visitor and BOA decision letters, which include a rationale for the decision and directions for next steps (if applicable), are emailed to programs under review. Letters with next steps will provide instructions for the program to rectify the area(s) of concern and/or noncompliance. LOIs are addressed to the site visitor with a copy sent to the program's primary contact. BOA decision

letters are addressed to the institution's president/chancellor with a copy sent to the program's primary contact.

Although rare, if an error is discovered after the BOA meeting has adjourned the CSWE executive director of accreditation notifies the BOA Chair, who may convene the BOA Executive Committee. The Executive Committee may review the situation, consult with the readers and CSWE accreditation specialist, and make a determination regarding the most expeditious way to rectify the situation. The BOA works assiduously to avoid errors and is mindful of the potential consequences to the program involved. Ultimately, the BOA's primary goal is to protect the integrity of the accreditation process and ensure educational quality through compliance reviews.

## 4. Accreditation Processes

### 4.1 Primary Contact & Accreditation Communications

#### Primary Contact

Each applicant, pre-candidacy, candidacy, and accredited program selects one (1) primary contact. To streamline communication, the primary contact's responsibility is to represent the program in all exchanges with CSWE and the public. The primary contact manages all accreditation-related communications including reviewing periodic Board of Accreditation (BOA) and Department of Social Work Accreditation (DOSWA) updates, submitting program materials for accreditation reviews and between review cycles, receiving official BOA-issued letters, processing fee invoices, and engaging in consultation or other accreditation services with CSWE accreditation staff. Primary contacts may email [accreditation@cswe.org](mailto:accreditation@cswe.org) to request contact information for their program's CSWE accreditation specialist.

The primary contact also ensures that CSWE program records remain accurate and current, including the public-facing [Directory of Accredited Programs](#) located on the CSWE website. To complete updates to the program's record or Directory listing, review the steps outlined in policy [4.9 Program Changes](#) regarding changes in key program personnel.

To change the primary contact, the current primary contact and/or their superior must follow the steps outlined in policy [4.9 Program Changes](#) to facilitate the transfer of responsibility.

#### Designees

The primary contact may request additional program authorized personnel (e.g., designees) to be added to the program's CSWE database record. CSWE accreditation staff may share program-specific information with designees (e.g., program director, field director, coordinators, dean, chair, committee chair, key faculty writing the self-study) as long as the primary contact is included on all communications. When designees initiate contact with CSWE accreditation staff, it is the program's responsibility to ensure the primary contact is aware of and involved in each verbal exchange and copied on each written communication.

If the program fails to include the primary contact on communications, CSWE accreditation staff will include the primary contact in their response. To add designees to the program's CSWE database record, follow the steps outlined in policy [4.9 Program Changes](#). CSWE accreditation staff reserve the right to verify authorized personnel status with the primary contact.

#### Information Sharing

Accreditation staff do not share program-specific information or provide accreditation services to any individual not identified in the program's CSWE database record as the primary contact or a designee. Such services are reserved for authorized personnel only.

Accreditation staff do not share program-specific information with other programs.

Upon request, for purposes such as independent scholarly research, CSWE accreditation staff may share a spreadsheet of publicly available information in [Directory of Accredited Programs](#). Contact the [CSWE director of accreditation operations](#) to request a spreadsheet. The Directory is continuously updated, and each issued spreadsheet will be dated.

General and public-facing information may be shared upon request with any stakeholder including administrators, faculty, staff, students, and members of the public.

### **Release of BOA Decision Letters**

The BOA is required by the Council for Higher Education Accreditation (CHEA) to share [BOA decisions](#) and [programs' accreditation status](#) with the public. The BOA will use the text of its decision letters for research and evaluation purposes in aggregate. The BOA's policy is not to release the full text of decision letters. If an institution or program releases parts of the visit report or the BOA decision letter that distorts the decision, the BOA reserves the right to release the full text of such reports or letters to correct the perceived distortion.

### **Record Maintenance**

Programs are expected to maintain accurate records of their accreditation-related documents, including any documents submitted to the CSWE Department of Social Work Accreditation or BOA and official BOA decision letters. Examples of accreditation-related documents include self-study/benchmark documents, Letters of Instruction, visit reports, program responses to the visit report, BOA decision letters, deferral letters, timetable change approvals, waiver notifications, program change notifications, and substantive change approvals.

### **Requesting Copies of BOA Decision Letters or Customized Letter**

Authorized personnel from accredited social work programs have the right to request a copy of a BOA decision letter or custom letter confirming the program's accreditation history, current status, and next review date. The following are not considered BOA decision letters and may not be re-released to programs:

- Self-study/benchmark documents
- Letter of Instruction
- Visit reports
- Program responses to visit reports
- Timetable change approvals
- Waiver notifications
- Program change notifications
- Substantive change approvals

Authorized personnel include the primary contact and designees listed in the program's CSWE database record. Follow the steps outlined in policy [4.9 Program Changes](#) to update authorized personnel in the program's record.

The request for a BOA decision letter or customized letter must be made in writing via email to the program's CSWE accreditation specialist a minimum of 2-weeks in advance of the date the program requires the documentation. Requests that are not allotted the full 2-weeks for staff processing are not guaranteed to meet the program's expected timeframe.

## 4.2 Accreditation Fees

The Council on Social Work Education (CSWE), through its Board of Accreditation and Department of Social Work Accreditation, maintains established [reaffirmation](#) and [candidacy](#) fee schedules to support the operations of the accreditation processes for applicant, candidate, and accredited social work education programs as well as post-master's social work [fellowship programs](#). CSWE reviews its fee structure periodically along with budget projections for the coming years. The results of these reviews are used to determine whether the fees or the structure applied to fee collection should be modified to meet the requirements of an autonomous operational budget supported by accreditation fees as expected for an accrediting organization recognized by the Council on Higher Education Accreditation (CHEA).

Upon the release of a new set of Educational Policies and Accreditation Standards (EPAS), costs associated with the review of programs for reaffirmation, candidacy, and substantive changes, are evaluated and a new accreditation fee schedule is released.

A list of accreditation [fees for accredited programs](#) is located here.

A list of accreditation [fees for candidate programs](#) is located here.

Direct any questions regarding accreditation fees to [feesaccred@cswe.org](mailto:feesaccred@cswe.org).

## 4.3 Forming & Dissolving Collaborative Programs

A collaborative program is a single baccalaureate or master's social work education program operated by two (2) or more institutions. The collaborative design recognizes the collective experience of two (2) or more academic units and creates a distinctive organizational structure.

Accreditation is awarded to the collaborative program as a whole; not to the member institutions.

Collaborative programs undergo the same eligibility, candidacy, initial accreditation, and reaffirmation processes as single programs.

### Shared Resources

Typically, collaborative programs are formed to share resources (e.g., faculty, library, information technology, expenses for operating costs), enhance opportunities for interdisciplinary collaboration, and to increase student and faculty campus-based resources (e.g., bookstores, cafeterias, and fitness centers). Collaborative programs are generally found to enhance programs by enabling them to serve a broader pool of students. Collaborative programs



offer new opportunities while also creating new demands for increased coordination and teamwork among faculty and administrators.

### **Collaborative Models**

Some collaborative programs have one chief administrator who is accountable to a multi-institutional board that functions as a dean or academic vice president would in a traditional program, such as making budgetary or personnel decisions regarding the hiring of the program director. Others have one chief administrator who is accountable to appropriate academic administrators at each campus. Another model may designate one person from each institution to serve alternating terms as chief administrator. The collaborative program may be located on one campus, each campus, or in a distinct location or delivery method separate from both institutions.

### **Dissolution**

If one or more of the institutions of a collaborative program wish to separate or withdraw accredited status, the members of the collaborative program are first required to come to an agreement regarding the collaborative program's accreditation end date. The end date is defined as the agreed-upon date after the final students would graduate or transfer out of the collaborative program.

Once an end date for the collaborative program is agreed upon by the members of the collaborative, the chief administrator of the collaborative program submits a *Letter of Withdrawal* per policy [4.12 Program Closure & Withdrawal of Accredited Status](#), notifying the program's CSWE accreditation specialist in writing via email of the intention to dissolve the collaborative. Students can no longer be admitted to the collaborative after this date. The *Letter of Withdrawal* includes the end date of the collaborative and a narrative discussing how the program is making arrangements for the graduation or transfer of its students. Copies of the letter must also be sent to the president/chancellor of each member institution.

Once the requisite *Letter(s) of Withdrawal* is submitted to the program's CSWE accreditation specialist, the collaborative program does not participate in the reaffirmation process.

**Note:** If the collaborative program's reaffirmation timetable occurs during the dissolution process, the program must request a timetable change per policy [4.6 Requesting an Extension or Timetable Change](#).

The CSWE accreditation specialist will guide the collaborative and its members through the dissolution process. The collaborative program's chief administrator is expected to work with the CSWE accreditation specialist and the members of the collaborative to make arrangements for the graduation or transfer of its students.

If the members of a collaborative do not agree upon an end date, the CSWE executive director of accreditation will refer the matter to the Board of Accreditation (BOA) Executive Committee to determine an end date that is in the best interest of the students.

### *Accredited Status During Dissolution*

The collaborative remains accredited until a plan of graduation or transfer for all students is established. A collaborative program is expected to remain in full compliance with all standards during the dissolution process. The BOA votes on the withdrawal of the collaborative's accreditation at the BOA meeting after the agreed upon end date, as documented in the *Letter of Withdrawal*.

### *Independent Accreditation for Members of the Collaborative*

If one or more of the member institutions chooses to establish an independent social work program following the dissolution of the collaborative, the program(s) will be in candidacy status for 1-year and then reviewed for initial accreditation by the BOA. The CSWE director of accreditation services will assign each member institution seeking individual accreditation a CSWE accreditation specialist.

The CSWE accreditation specialist will provide a timetable, guidance, and information during the year of candidacy. The timetables for member programs from a dissolved collaborative may differ, depending upon the circumstances and readiness of each program to proceed toward initial accreditation.

The 1-year candidacy option is only available at the time of dissolution.

If an individual program chooses not to seek initial accreditation at the time the collaborative is dissolved, the program loses the option of the 1-year candidacy process toward initial accreditation. If the individual program decides at a later time to seek accredited status, the program is required to enter the full 3-year candidacy process to gain initial accreditation.

### *Students enrolled in programs leaving collaboratives and seeking individual accreditation:*

Accredited status for individual programs will be retroactive to the fall term of the academic year in which the program is granted initial accreditation. Students enrolled in programs in a dissolving collaborative must be informed that their program will be in candidacy status for 1-year and that they will not be recognized as graduates from a CSWE-BOA accredited program until the program is granted initial accreditation by the BOA. Programs must also ensure student transcripts reflect enrollment or transfer to the single program no earlier than the fall term preceding initial accreditation being granted.

## **4.4 Mergers & Acquisitions**

### **Merger**

A program merger occurs when two (2) or more institutions with at least two (2) independently accredited social work education programs of the same level (e.g., two master's social work

programs) decide to merge, therefore creating one (1) social work program under a single name and accredited status.

During the merger process, programs work closely with their assigned CSWE accreditation specialist to ensure students' accredited education is not jeopardized. All programs involved in the merger may be reassigned to one CSWE accreditation specialist.

Accreditation is awarded to the merged program as a whole; not to the independent programs. A single institution can only house one (1) accredited social work program for each program-level.

### ***Substantive Change Process***

The merger process is completed via the substantive change process detailed in policy [4.9 Program Changes](#).

The institutions/programs involved must mutually agree upon which program will serve as the main site for the substantive change process. That main site will then add the other program(s) to its accredited scope as additional program options. The main site is responsible for submitting a *Substantive Change Proposal* for each new program option and follows policy [4.9 Program Changes](#).

If both program levels (i.e., baccalaureate and master's) at an institution are merging with one or more other institutions, then the main site may be the same or different for each program level.

### ***Letter of Withdrawal***

After approval of a *Substantive Change Proposal*, the primary contact of each independent accredited program party to the merger submits a *Letter of Withdrawal*, including a transfer/graduation plan, per policy [4.12 Program Closure & Withdrawal of Accredited Status](#).

The *Letter of Withdrawal* specifies the closure/end date of the independent program and a narrative discussing how the program is making arrangements for the graduation or transfer of its students, either into the merged program or elsewhere. All students must be transferred (to the newly merged institution or another institution) or graduated from the independent program on or before the end date of the independent program. After the end date of the independent program, all degrees must be issued by the merged institution for students to earn a degree from a CSWE-BOA accredited program. The independent program remains accredited until a plan for graduation or transfer of all students is established and each independent program is expected to remain in full compliance with all standards during the merge process. Any students admitted to, enrolled in, or graduated from each independent program after the specified end date will not be recognized as graduates from a CSWE-BOA accredited program.

Each program must also furnish an electronic copy of the *Letter of Withdrawal* via email to the president/chancellor and primary contact of every independent institution/program involved in the merger.

Once the requisite *Letter(s) of Withdrawal* is submitted to the program's CSWE accreditation specialist, the program(s) do not participate in the reaffirmation process.

**Note:** If an independent program's reaffirmation timetable occurs during the merge process, the program must request a timetable change per policy [4.6 Requesting an Extension or Timetable Change](#). When merging, the independent programs agree to the reaffirmation timetable for the main site.

For each independent program withdrawing accreditation, excluding the main site, the Board of Accreditation (BOA) votes on the withdrawal of accreditation at the BOA meeting after the agreed upon closure date, as documented in the *Letter of Withdrawal*.

### *Institutional Name Change*

If the merger involves an institutional name change, the main site must submit the [CSWE-BOA Accredited and Candidate Program Record Update Form](#) to the CSWE Department of Social Work Accreditation.

### **Acquisition Policy**

An institutional/program acquisition occurs when an institution acquires another institution or program with at least one (1) accredited baccalaureate or one (1) accredited master's social work education program; therefore, moving one (1) social work program to another institution, under a single institutional name and accredited status.

During the acquisition process, programs will work closely with their assigned CSWE accreditation specialist to ensure students' accredited education is not jeopardized. All programs involved in the acquisition may be reassigned to one CSWE accreditation specialist.

Accreditation is awarded to the acquired program as a whole; not to the independent programs. A single institution can only house one (1) accredited social work program for each program-level.

### *Substantive Change Process*

The acquisition process is completed via the substantive change process detailed in policy [4.9 Program Changes](#). The institutions/programs involved must mutually agree upon the date of acquisition for the substantive change process.

Depending on the accredited status of the program, the institutions/programs follow the process that aligns with their situation:

1. If the acquiring institution has an accredited social work program, the acquiring program will then add the other program(s) to its accredited scope as additional program options. The acquiring program is responsible for submitting a *Substantive Change Proposal* for each new program option and follows policy [4.9 Program Changes](#).

2. If the acquiring institution does not have an accredited social work program, and is acquiring an accredited social work program, the acquiring program must submit an *Initial Accreditation Eligibility Application*, complete the initial accreditation process, and will be in candidacy status for 1-year prior to being reviewed for an initial accreditation decision by the BOA.
  - a. Accredited status for the acquired program will be retroactive to the fall term of the academic year in which the program is granted initial accreditation.
  - b. Students admitted to or enrolled in programs during the acquisition process must be informed that their program will be in candidacy status for 1-year and that they will not be recognized as graduates from a CSWE-BOA accredited program unless and until the program is granted initial accreditation by the BOA.
  - c. Programs must also ensure student transcripts reflect admission/enrollment or transfer to the acquired program no earlier than the fall preceding initial accreditation being granted.
  - d. The CSWE accreditation specialist will provide timetable options, guidance, and information before and during the year of candidacy.

### *Letter of Withdrawal*

The primary contact of each accredited program party to the acquisition submits a *Letter of Withdrawal* per policy [4.12 Program Closure & Withdrawal of Accredited Status](#), including a transfer/graduation plan.

The *Letter of Withdrawal* specifies the closure/end date of the acquired program and a narrative discussing how the program is making arrangements for the graduation or transfer of its students, either into the acquiring program or elsewhere. All students must be transferred (to the acquiring institution or another institution) or graduated from the acquired program on or before the end date of the acquired program. After the end date of the acquired program, all degrees must be issued by the acquiring institution for students to earn a degree from a CSWE-BOA accredited program. The accredited program remains accredited until a plan of graduation or transfer for all students is established and the accredited program is expected to remain in full compliance with all standards during the acquisition process. Any students admitted to, enrolled in, or graduated from each independent program after this end date will not be recognized as a graduate from a CSWE-BOA accredited program.

The acquired program must also furnish an electronic copy of the withdrawal letter via email to the president/chancellor and primary contact of every institution/program involved in the acquisition.

Once the requisite *Letter(s) of Withdrawal* is submitted to the program's CSWE accreditation specialist, the program(s) do not participate in the reaffirmation process.

**Note:** If the acquired program's reaffirmation timetable occurs during the acquisition process, the program must request a timetable change per policy [4.6 Requesting an Extension or Timetable Change](#). When being acquired, the acquired programs agree to the reaffirmation timetable for the acquiring program.

For each acquired program withdrawing accreditation, the BOA votes on the withdrawal of accreditation at the BOA meeting following the agreed upon closure date, as documented in the *Letter of Withdrawal*.

### *Institutional Name Change*

If the acquisition involves an institutional name change, the acquiring program must submit the [CSWE-BOA Accredited and Candidate Program Record Update Form](#) to the CSWE Department of Social Work Accreditation.

## **4.5 Waivers to Accreditation Standards**

CSWE Board of Accreditation (CSWE-BOA) accredited programs can submit waiver requests on a rolling basis for the following accreditation standards. Programs in candidacy are not eligible to request waivers.

Program waiver requests are sent to the [CSWE director of accreditation services](#) who submits them to the BOA Executive Committee for review and decision. The BOA Executive Committee meets three (3) times per year and may review requests between meetings.

### **Guidelines for Submitting Waiver Requests**

- Waiver requests must be submitted by the accredited social work education program's primary contact or chief administrator to the [CSWE director of accreditation services](#).
- Waiver requests must be submitted prior to the implementation of the proposed waiver.
- If the waiver is being requested on behalf of the chief administrator, the request must come from the administrator to whom the chief administrator reports.
- Waiver requests must be submitted in writing and provide full documentation of the program's justification for its waiver request on behalf of the program and/or an individual faculty member. Acceptable formats include a Microsoft Word Document or searchable PDF. Scanned documents are not accepted.
- Waiver requests must specify the set of Educational Policy and Accreditation Standards (EPAS) and specific accreditation standard(s) for which a waiver is sought.

### **Waiver-eligible Accreditation Standards**

#### ***2015 EPAS***

#### ***Baccalaureate and Master's Faculty Qualifications***

- ***Accreditation Standard 3.2.2:*** *The program documents that faculty who teach social work practice courses have a master's degree in social work from a CSWE-BOA accredited program and at least 2 years of post-master's social work degree practice experience.*

- **Accreditation Standard B3.2.4:** *The baccalaureate social work program identifies no fewer than two full-time faculty assigned to the baccalaureate program, with full-time appointment in social work, and whose principal assignment is to the baccalaureate program. The majority of the total full-time baccalaureate social work program faculty has a master's degree in social work from a CSWE-BOA accredited program, with a doctoral degree preferred.*
- **Accreditation Standard M3.2.4:** *The master's social work program identifies no fewer than six full-time faculty with master's degrees in social work from a CSWE-BOA accredited program and whose principal assignment is to the master's program. The majority of the full-time master's social work program faculty has a master's degree in social work and a doctoral degree, preferably in social work.*

### ***Baccalaureate and Master's Program Director Qualifications***

- **Accreditation Standard B3.3.4(a):** *The program describes the baccalaureate program director's leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in social work. The program documents that the director has a master's degree in social work from a CSWE-BOA accredited program with a doctoral degree in social work preferred*
- **Accreditation Standard M3.3.4(a):** *The program describes the master's program director's leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in social work. The program documents that the director has a master's degree in social work from a CSWE-BOA accredited program. In addition, it is preferred that the master's program director have a doctoral degree, preferably in social work.*

### ***Baccalaureate and Master's Field Education Director Qualifications***

- **Accreditation Standard B3.3.5(b):** *The program documents that the field education director has a master's degree in social work from a CSWE-BOA accredited program and at least 2 years of post-baccalaureate or post-master's social work degree practice experience.*
- **Accreditation Standard M3.3.5(b):** *The program documents that the field education director has a master's degree in social work from a CSWE-BOA accredited program and at least 2 years of post-master's social work degree practice experience.*

## **2022 EPAS**

### ***Baccalaureate and Master's Faculty Qualifications***

- **Accreditation Standard 4.2.2:** *Faculty who teach social work practice courses have a master's degree in social work from a CSWE-BOA accredited program and at least two years of post-master's social work degree practice experience in social work.*
- **Accreditation Standard B4.2.1:** *The baccalaureate social work program identifies no fewer than two full-time faculty, with a full-time appointment in social work, whose principal assignment is to the baccalaureate program. Inclusive of all program options,*

*the majority of the full-time social work program faculty whose principal assignment is to the baccalaureate program have a master's degree in social work from a CSWE-BOA accredited program.*

- **Accreditation Standard M4.2.1:** *The master's social work program identifies no fewer than four full-time faculty with a full-time appointment in social work, whose principal assignment is to the master's program. Inclusive of all program options, the majority of the full-time social work program faculty whose principal assignment is to the master's program have both a master's degree in social work from a CSWE-BOA accredited program and a doctoral degree, preferably in social work.*

### ***Baccalaureate and Master's Program Director Qualifications***

- **Accreditation Standard B4.3.4(b):** *The baccalaureate program director has a master's degree in social work from a CSWE-BOA accredited program. The program director has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work.*
- **Accreditation Standard M4.3.4(b):** *The master's program director has a master's degree in social work from a CSWE-BOA accredited program. In addition, it is preferred that the master's program director have a doctoral degree, preferably in social work. The program director has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work.*

### ***Baccalaureate and Master's Field Education Director Qualifications***

- **Accreditation Standard B4.3.5(b):** *The baccalaureate field education director has a master's degree in social work from a CSWE-BOA accredited program and at least two years of post-baccalaureate social work degree or post-master's social work degree practice experience in social work. The field education director has the ability to provide leadership to the field education program through practice experience, field instruction experience, and administrative and/or other relevant academic and professional activities in social work.*
- **Accreditation Standard M4.3.5(b):** *The master's field education director has a master's degree in social work from a CSWE-BOA accredited program and at least two years of post-master's social work degree practice experience in social work. The field education director has the ability to provide leadership to the field education program through practice experience, field instruction experience, and/or administrative or other relevant academic and professional activities in social work.*

A waiver may be granted to a program for a faculty member, program director, or field education director who does not meet the qualifications specified in the accreditation standards, but whom the program believes best meets its current faculty, program director, or field education director needs. Because the waiver is granted to the program to meet programmatic and institutional needs, the waiver expires when the individual for whom it was granted vacates the position.



Only the qualification components of these standards are waiver eligible. Programs cannot waive the following accreditation requirements:

- Minimum number of faculty
- Identification of a program director and their leadership ability
- Identification of a field director and their leadership ability
- Full-time appointment for faculty and administrators
- Principal assignment for faculty and administrators
- Majority of full-time, principally assigned faculty meet required qualifications

### *Qualifications to Teach Social Work Practice Courses*

To request a waiver, the program provides a curriculum vitae and presents information that demonstrates the individual's competence to teach in the specified area of social work practice, including generalist or specialized practice courses. Waivers are only granted in extenuating circumstances for generalist practice course instructors who do not meet the qualifications specified in the accreditation standards.

The minimum requirement of 2-years post-social work degree practice experience in social work is calculated in relation to the total number of hours of full-time and equivalent professional practice experience that does not include internship hours as part of a social work degree program. Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities.

The waiver request for qualifications to teach social work practice courses must include:

- A curriculum vitae for the faculty member that provides information on the individual's qualifications and credentials in the following areas:
  - Demonstration of knowledge of the professional literature, theories, practice innovations, and emerging knowledge in the area of practice for which a waiver is sought.
  - Documentation of practice experience in the specified area of social work practice under professional social work supervision. Documentation must include the dates of such experience, frequency of social work supervision, clientele served, intervention techniques employed, and the ways in which this experience supports the request for waiver.
  - Documentation of courses taught under previous EPAS.
  - Evidence of active membership in and contributions to professional organizations and attendance and active involvement at professional social work meetings that relate to the practice content area for which the waiver is sought.
  - Publication in juried social work and related journals or through monographs and edited works in the area of practice area for which the waiver is sought.
- Identification of the social work practice courses for which the waiver is sought. Social work practice courses are defined by the program.

- syllabi for the course(s) for which the waiver is sought and an explanation of how the course(s) fit in the social work curriculum.

### *Master's Degree in Social Work Qualifications for Faculty or Field Director*

To request a waiver, the program provides information that demonstrates the individual's competence to serve as a social work faculty member or to administer the field education program.

The waiver request for a master's degree in social work for faculty or field director qualifications must include:

- A curriculum vitae of the faculty member and/or field education director that provides information on the individual's credentials in the following areas:
  - Demonstration of knowledge of the professional literature, theories, practice innovations, and emerging knowledge in social work.
  - Documentation of any practice experience in social work practice under professional social work supervision. Documentation must include the dates of such experience, frequency of social work supervision, clientele served, intervention techniques employed, and the ways in which this experience supports the request for waiver.
  - Documentation of courses taught under previous EPAS.
  - Evidence of active membership in and contributions to professional organizations and attendance and active involvement at professional social work meetings.
  - Publication in juried social work and related journals or through monographs and edited works in the area of social work.

### *2-years Practice Experience Qualifications for Field Director*

To request a waiver, the program provides information that demonstrates the individual's competence to administer the field education program.

The minimum requirement of 2-years post-social work degree practice experience in social work is calculated in relation to the total number of hours of full-time and equivalent professional practice experience that does not include internship hours as part of a social work degree program. Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities.

The waiver request for 2-years post-social work degree practice experience in social work for field director qualifications must include:

- Information regarding the program's rationale for selecting this individual as the field education director for the social work program without the required practice experience.
- A curriculum vitae of the field education director that provides information on the individual's credentials in the following areas:

- Documentation of hours employed under professional social work auspices, the nature of the work performed, and documentation that work was done under the supervision of professional social work supervisors.
- Documentation of hours of volunteer practice experience in a social service agency.
- Documentation of hours of paid experience as a consultant in the areas of the individual’s practice expertise.
- If licensed, documentation of hours required for licensure or other certification.
- Academy of Certified Social Workers certification.
- Supervision by professional social workers in a social service agency.
- Agency-based field instruction of social work students in their practica.
- Demonstration of practice-based, qualitative, or quantitative research.
- Empirical applied field research in teaching practice (not solely a literature review).
- Practice-related research or scholarly publication in social work journals.

***Master's Degree in Social Work Qualifications for Program Director***

To request a waiver, the program provides information that demonstrates the individual’s competence to administer the social work education program.

The waiver request for a master's degree in social work for program director qualifications must include:

- information regarding the program's rationale for selecting this individual as program director of the social work program.
- A curriculum vitae and information regarding the equivalent leadership qualities of the individual as demonstrated:
  - Through teaching social work courses;
  - Conducting scholarship and research in social work;
  - Developing curriculum in social work;
  - Administrative experience in social work;
  - Presenting at professional social work meetings; and
  - Other academic and professional activities in the field.

**BOA Executive Committee Waiver Decisions**

The following decision types are possible:

<b>Decision Types for Waivers</b>
Approve a waiver request.
Deny a waiver request, providing in writing the reasons for denial and avenues of redress if the program disagrees.
Defer a decision pending the receipt of additional information.
Refer a waiver request to the Board of Accreditation for a decision at its next meeting.

A BOA decision letter is sent within 30-days following the waiver review.

## 4.6 Requesting an Extension or Timetable Change

### Special Circumstances

The Board of Accreditation (BOA) recognizes that special circumstances may occur that prompt a program to request a to request an extension or timetable change.

Examples of these special circumstances include:

- Recent administrative changes in the program;
- Institutional restructuring;
- Current or anticipated loss of faculty key to developing the self-study;
- Current or anticipated addition of new faculty key to developing the self-study;
- Physical relocation of the program;
- Unusual conditions requiring faculty attention;
- Natural or human-made disasters;
- Public health crises;
- Health problems of key faculty members; and/or
- Other, as described by the program.

### Agenda & Administrative Adjustments

An *agenda adjustment* is a one-meeting (i.e., 4-month) temporary shift to a program's accreditation timetable requested by the program due to one (1) or more special circumstances.

An *administrative adjustment* is a one-meeting (i.e., 4-month) temporary shift to a program's accreditation timetable made by the BOA or CSWE accreditation staff due a request for revision of program-submitted materials that reflects substantial issues or errors that hinders the BOA's review process.

The following policies guide staff decision-making on agenda and administrative adjustments:

- A maximum of one (1) adjustment is permitted per decision type.
- An adjustment can be granted to a single program for a maximum of one (1) meeting.
- Adjustments are granted only once during each reaffirmation cycle (i.e., once per each 8-year reaffirmation period).
- The program remains accredited during the period of adjustment.
- After adjustment of a review, the program's next reaffirmation date is calculated from program's original review date (i.e., the date at which the previous accreditation status expired). This ensures the program is reviewed on the correct cycle, accreditation status is retroactively effective, and there are no gaps in accreditation history.

- Programs at any stage of the candidacy process or preparing for reaffirmation request an adjustment.
- Programs granted an adjustment are also eligible for 1-year postponement.
- Programs are not granted more than one (1) adjustment and one (1) postponement and during each reaffirmation cycle (i.e., once per each 8-year reaffirmation period).

### *Permanent Adjustments*

Programs in pre-candidacy or candidacy may request a permanent 1-meeting permanent adjustment at any benchmark.

**Benchmark 1:** When a program requests a permanent adjustment at Benchmark 1, it will affect the program’s retroactive accreditation date and may impact which students are covered under accreditation. It will also shift the program’s Benchmark 2 and Benchmark 3/Initial Accreditation review dates. Consult with the program’s CSWE accreditation specialist regarding how a Benchmark 1 permanent adjustment may affect the program’s retroactive accreditation date and students.

**Benchmark 2:** When a program requests a permanent adjustment at Benchmark 2, it will not affect the program’s retroactive accreditation date and will not impact which students are covered under accreditation. However, it will shift the program’s Benchmark 3/Initial Accreditation review date.

**Benchmark 3/Initial Accreditation:** When a program requests a permanent adjustment at Benchmark 3, it will not affect the program’s retroactive accreditation date and will not impact which students are covered under accreditation. However, students will not be recognized as graduates from a CSWE-BOA accredited program until the program is granted initial accreditation by the BOA. This may impact students who will be graduating before initial accreditation is achieved.

Programs are not granted more than one (1) permanent adjustment during each benchmark, for a total of three (3) permanent adjustments per the 3-year candidacy process.

### *Instructions*

To request an adjustment, programs must complete the required [Accreditation Timetable Change Request Form](#), which documents the program’s rationale for the request. The form must be submitted via email to the program's CSWE accreditation specialist and align with policy [4.7 Document Formatting & Submission Requirements](#).

### *Deadline*

**Candidacy:** The program may submit their request no later than 2-months before the first day of their next site visit timeframe:

February BOA meeting agenda date	Due July 1st (previous year)
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June BOA meeting agenda date	Due October 1st (previous year)
October BOA meeting agenda date	Due January 1st (previous year)

**Reaffirmation:** The program may submit their request no earlier than 2-years before their next self-study due date; and no later than 2-months before their next self-study due date:

February BOA meeting agenda date	Due February 1st (previous year)
June BOA meeting agenda date	Due June 1st (previous year)
October BOA meeting agenda date	Due October 1st (previous year)

In extenuating/emergency circumstances only, programs may request an adjustment after the deadline. These requests will be considered on a case-by-case basis.

### *Decision Types*

When reviewing the adjustment request, the CSWE accreditation specialist considers the program’s accreditation history, with special attention to recent BOA actions and the program’s response to any concerns.

The following decision types are possible:

<b>Decision Types for Adjustments</b>
Approve the request and establish, for the current review only, a new timetable for submission of materials.
Defer a decision pending the receipt of additional information.
Deny the request, providing in writing the reasons for denial and avenues of redress if the program disagrees.

The program is notified in writing within 30-days following receipt of the request.

The decision will be reported to BOA Executive Committee at their next regularly scheduled meeting.

Adjustment decisions are not eligible for appeal.

### **Postponement of Reaffirmation Review**

A postponement is a 1-year temporarily shift to an accredited program’s reaffirmation timetable.

Postponements are not granted for the following rationales:

- Implementing a new program level/having another program level (e.g., baccalaureate, master’s) in candidacy;
- Implementing a new program option;
- Implementing a new set of standards that has been published for three (3) or more years;

- Experiencing an extended reaffirmation process during the last review cycle (e.g., receiving a postponement, adjustment, deferral, progress reports, restoration reports, modified site visits); and/or
- Other, as described by CSWE accreditation staff.

The following policies guide staff decision-making:

- A postponement can be granted to a single program for a maximum of 1-year.
- Postponements are granted only once during each reaffirmation cycle (i.e., once per 8-year reaffirmation period).
- The program remains accredited during the period of postponement.
- After postponement of a review, the program’s next reaffirmation date is calculated from program’s original review date (i.e., the year in which the previous accreditation status expired). This ensures the program is reviewed on the correct cycle, accreditation status is retroactively effective, and there are no gaps in accreditation history.
- Programs in any stage of the candidacy process cannot request a postponement. Candidate programs are eligible for one (1) permanent adjustment per benchmark.
- Programs granted a postponement are also eligible for one (1) adjustment.
- Programs are not granted more than one (1) postponement and one (1) adjustment during each reaffirmation cycle (i.e., once per each 8-year reaffirmation period).

### *Instructions*

To request a postponement, programs must complete the required [Accreditation Timetable Change Request Form](#), which documents the program’s rationale for the request. The form must be submitted via email to the program's CSWE accreditation specialist and align with policy [4.7 Document Formatting & Submission Requirements](#).

### *Deadline*

The program may submit their request no earlier than 2-years before their next self-study due date and no later than 2-months before their next self-study due date:

February BOA meeting agenda date	Due February 1st (previous year)
June BOA meeting agenda date	Due June 1st (previous year)
October BOA meeting agenda date	Due October 1st (previous year)

In extenuating/emergency circumstances only, programs may request a postponement after the deadline. These requests will be considered on a case-by-case basis.

### *Decision Types*

When reviewing the postponement request, the CSWE accreditation specialist considers the program’s accreditation history, with special attention to recent BOA actions and the program’s response to any concerns.

The following decision types are possible:

<b>Decision Types for Postponements</b>
Approve the request and establish, for the current review only, a new timetable for submission of materials.
Defer a decision pending the receipt of additional information.
Recommend that the BOA order a modified site visit (in-person or virtual) to make a fully informed decision regarding postponement. The program pays the cost of the visit.
Deny the request, providing in writing the reasons for denial and avenues of redress if the program disagrees.

The program is notified in writing within 30-days following receipt of the request.

The decision will be reported to BOA Executive Committee at their next regularly scheduled meeting.

### *Appeal Procedures*

Programs dissatisfied with the decision may appeal, in writing, to the [CSWE executive director of accreditation](#) and request a review by the BOA at its next regularly scheduled meeting. The BOA decision on the appeal is final, and there is no further appeal.

### **Permanent Alignment of Program Levels**

Programs with both accredited baccalaureate and master's programs on separate review timetables may request to synchronize/permanently align the reaffirmation review dates of their baccalaureate and master's programs so they take place at the same time. A permanent alignment may be granted to establish a single review date, as long as one program level's delay is accompanied by the other program level's review date being moved forward a comparable period of time.

The alignment entails a delayed review for one program level and a corollary shift forward of the other program's review, so they meet in the middle date between the two dates. If the middle date is in between two dates, the new reaffirmation date will be the earlier of the two dates.

The following restrictions apply to program alignments:

- Programs cannot request a permanent alignment if it will lead to a delay of more than 2-years for one of the programs.
  - Programs must either wait for their next reaffirmation cycle or move one program forward more than 2-years.

### *Instructions*

To request a permanent alignment programs must complete the required [Accreditation Timetable Change Request Form](#), which documents the program's rationale for the request. The form must



be submitted via email to the program's CSWE accreditation specialist and align with policy [4.7 Document Formatting & Submission Requirements](#).

### ***Deadline***

The program may submit their request no later than 2-months before the next self-study due date of the earliest program under review:

February BOA meeting agenda date	Due February 1st (previous year)
June BOA meeting agenda date	Due June 1st (previous year)
October BOA meeting agenda date	Due October 1st (previous year)

The program is notified in writing within 30-days following receipt of the request.

In extenuating/emergency circumstances only, programs may request a permanent alignment after the deadline. These requests will be considered on a case-by-case basis.

The decision will be reported to BOA Executive Committee at their next regularly scheduled meeting.

## **4.7 Document Formatting & Submission Requirements**

The following policies and procedures apply to **all documents** submitted to the Board of Accreditation (BOA) or CSWE accreditation staff.

Co-located programs, institutions with both baccalaureate and master's social work programs, are accredited separately. Each program level must complete separate accreditation processes, including submitting separate documents.

### **General Content**

- It is advisable and highly encouraged to adopt and implement the language of the EPAS.
  - If a program elects to use different terminology, the program must draw equivalency in their accreditation documents between the EPAS language and program-specific language.
- Program options, defined in policy [4.9 Program Changes](#) as locations and/or delivery methods, must be explicitly addressed in response to each accreditation standard.
  - Explicitly state if the written information provided is identical for all program options.
  - If written information provided is different for each program option, explicitly explain full and complete compliance information for each program option.
- All program information, operations, personnel, and offerings must be current at the time of submission.
- Information and forms, tables, matrices, policies, and documentation for each standard must be included directly in response to the relevant standard.

- BOA members/CSWE accreditation staff do not search through documents for requested information.
- When including tables, matrices, or charts always explain how to read or interpret the graphic in the accompanying narrative.
- Web-based hyperlinks to content that substantiates compliance with a standard are not accepted.
  - BOA members/CSWE accreditation staff do not search through the website for requested information.
  - All required compliance information must be documented in a narrative format and able to be archived.
- Do not edit nor refer to previously submitted documents.
  - Previously submitted documents are not considered in the accreditation review process unless otherwise stated in policy.
  - Full and complete information must be provided within the document under review.
- Always check the [CSWE website](#) for the current version required forms and templates prior to submission.

## **General Formatting**

- Use 12-point Times New Roman, Calibri, or Arial font.
- Typically, there is no word limit unless otherwise specified (i.e., *Substantive Change Proposal*), yet readers appreciate brevity.
- Margins, indentations, headings, and subheadings must be consistent.
- Pagination shall be continuous.
- Use single space only.
- Include a table of contents.
- Each submitted document must include a cover page identifying the program/institution name, primary contact, program level (baccalaureate or master's), EPAS version, date submitted, and document title.
- Accreditation documents shall be single/continuous files with all relevant information embedded directly into one (1) document.
- Appendices and separate attachments are not accepted.
- Refer to the APA Publication Manual, 7<sup>th</sup> ed. for all other matters of style.

## **Language**

All accreditation documents must be submitted in English, with the exception that Volume 2 and Volume 3 of reaffirmation self-study and candidacy benchmark documents can be submitted in Spanish.

## **Reaffirmation & Candidacy Documents**

### *Eligibility Applications for Candidacy, Initial Accreditation, & Reaffirmation*

- There are different eligibility applications for candidacy and reaffirmation/initial accreditation.
- Web-based hyperlinks to content that substantiates compliance with the eligibility standards can be included in the application.
  - A direct link to the relevant material must be provided. CSWE accreditation staff do not search through the website for requested information.
  - If a direct link is not possible, the program must detail the specific section of the webpage or provide the navigation path (e.g., click the link titled “Mission Statement” in the upper left corner).
  - Alternatively, if a direct link is not possible, copy/paste the appropriate sections/content directly into the application.
  - Screenshots of a website or other content are not accepted.

### ***Review Brief for 2015 EPAS Candidacy Benchmarks & Reaffirmation/Initial Accreditation Self-studies***

- [Review briefs](#) are the BOA’s evaluative guide to locating information and reviewing benchmarks and self-studies. Do not complete the “Compliance/Concern” column, as that column will be completed by the BOA readers.
- There are different review briefs for Benchmark 1, Benchmark 2, and Benchmark 3 (i.e., Initial Accreditation), and Reaffirmation.
- Identify all program options. Program options are locations or delivery methods such as main campus, online, branch/satellite campus, etc. Program options are defined in [4.9 Program Changes](#). Each program’s approved program options are listed in the [Directory of Accredited Programs](#).
- Do not make any changes to the review brief.
- Programs reviewed under the 2022 EPAS do not complete a review brief.

### ***Candidacy Benchmarks & Reaffirmation/Initial Self-studies***

#### **Volume 1: Narrative Responses, Forms, & Supporting Documentation for Accreditation Standards**

- *For 2015 EPAS:* Follow the relevant [review brief](#) or use the [optional benchmark or self-study template](#) as your outline.
  - If electing to create a customized accreditation documents under the 2015 EPAS, include the exact text of each standard bolded, followed by the program’s narrative response, supporting documentation, and any required form.
  - It is not required to include the educational policy (EP) text.
  - Address each component of the standard in your response and use subheadings when appropriate.
- *For 2022 EPAS:* Use the relevant [required benchmark or self-study template](#).
- Narrative responses, forms, and supporting documentation for all accreditation standards must be included in Volume 1.

#### **Volume 2: Syllabi for Required Social Work Courses on Each Curriculum Matrix**

- Use a consistent format for all syllabi.
- There are no requirements regarding the content or formatting of syllabi, with the exception that submitted syllabi must be consistently formatted.
- Content in development shall not be included.
- A syllabus for each required social work course identified on a curriculum matrix must be included in Volume 2.
- Provide a master syllabus when there are multiple sections of a course.
  - Master syllabi must include descriptions of the social work course content identified on a curriculum matrix.
  - Descriptions must provide sufficient detail for BOA readers to evaluate consistency between a curriculum matrix and syllabi.
  - Programs may present condensed versions of their syllabi (e.g., versions downloaded from learning management systems) if the syllabi include sufficiently detailed descriptions of the social work course content identified on a curriculum matrix.

### **Volume 3: Student Handbook & Field Education Manual**

- The student handbook and field education manual must be included in Volume 3. No additional materials shall be submitted in this volume.

In addition, follow the [general content](#) and [general formatting](#) requirements.

### ***Program Responses and Reports***

This section includes information about the following documents:

1. Program responses to visit reports
  2. Deferral responses
  3. Progress reports
  4. Restoration reports
  5. Special compliance review reports
- Follow the BOA-issued letter as the outline.
    - Program responses to visit reports must include the full LOI language and visit report language copied/pasted from the visit report.
    - Deferral responses, progress reports, restoration reports, and special compliance review reports must include the full citation language and visit report language copied/pasted from the letter.
  - Include the exact text of each standard bolded, followed by the program's narrative response, supporting documentation, and any required form.
  - It is not required to include the educational policy (EP) text.
  - Address each component of the standard in your response and use subheadings when appropriate.
  - Follow the [general content](#) and [general formatting](#) requirements.

## **Electronic Submission**

### *Acceptable Document Types*

#### **Microsoft Word Documents Only**

- Review briefs (for 2015 EPAS only)
- Visit reports
- Substantive change proposals

#### **Searchable PDF Documents or Microsoft Word Documents**

- Eligibility applications
- Candidacy benchmarks
- Reaffirmation/initial accreditation self-studies
- Program responses to visit reports
- Deferral responses
- Progress reports
- Restoration reports
- Special compliance review reports
- Notifications of program changes
- Forms

To convert a document to a Microsoft Word Document or searchable PDF, use your computer word-processor's "Print and Save as PDF" function.

### *Unacceptable Document Types*

- Scanned documents
- Cloud-based documents (e.g., OneDrive, SharePoint, Google Docs)
- Password-protected documents
- Zip files

### *Searchability*

- All documents must be searchable.
- Do not scan documents nor portions of documents.
- The following are exceptions to the no-scanning rule:
  - Letters or memos that provide documentation of the program or field director's full-time appointment.
  - Scanned letters/memos cannot be longer than three (3) pages.
  - Scanned letters/memos must be preceded by a searchable cover sheet indicating the title and purpose of the scanned document.
  - Scanned letters/memos must be clearly legible.

- Scanned letters/memos must be embedded in the relevant accreditation document, not included as appendices or separate attachments.

***Single/Continuous File***

- Accreditation documents shall be single/continuous files with all relevant information embedded directly into one (1) document.
- Appendices and separate attachments are not accepted.
- Information and forms, tables, matrices, policies, and documentation for each standard must be included directly in response to the relevant standard.

***Submitting Documents***

- Accreditation processes are paperless.
  - Physical copies are not accepted.
  - Do not mail physical copies or other electronic media such as USB drives, CD’s, DVD, or SD cards to CSWE headquarters.
- Submit all accreditation documents via email.
- Be cognizant of document size as large files may fail to send.
  - Send all required files in a single email.
  - Should a single email fail, the program may submit each document separately via multiple emails.
- Documents are considered submitted when the CSWE accreditation staff confirms receipt and successfully opens the document(s).

***Seek Information Technology (IT) Support for Troubleshooting***

- CSWE accreditation staff are not trained to troubleshoot formatting or submission issues.
- If the program requires additional assistance preparing and sending an accreditation document, partner with the institution’s information technology (IT) services.
- Only after seeking assistance from the institution’s IT services team, contact the program’s CSWE accreditation specialist to discuss alternative submission options if issues persist submitting accreditation documents.

***Recipients by Document Type***

Documents are submitted to the following recipients:

<b>Document Type</b>	<b>Recipient</b>
Eligibility Applications	CSWE Accreditation Specialist
Benchmark 1 Documents for Staff Approval	<a href="#">CSWE Director of Accreditation Operations</a>
Benchmark 1 Documents Benchmark 2 Documents	CSWE Accreditation Specialist BOA Visitor
Benchmark 3/Initial Accreditation Self-study	
Reaffirmation Self-study	CSWE Accreditation Specialist

Candidacy/Site Visit Reports	CSWE Accreditation Specialist
Program Responses to Visit Reports	CSWE Accreditation Specialist
Program Responses to Deferrals	CSWE Accreditation Specialist
Progress Reports	CSWE Accreditation Specialist
Restoration Reports	CSWE Accreditation Specialist
Special Compliance Review Reports	CSWE Accreditation Staff
Notifications of Program Changes	CSWE Accreditation Specialist
Substantive Change Proposals	<a href="#">CSWE Director of Accreditation Operations</a>
Forms	CSWE Accreditation Specialist
Waivers	<a href="#">CSWE Director of Accreditation Operations</a>
Complaints	<a href="#">CSWE Director of Accreditation Operations</a>

*Submission Deadlines*

**Candidacy**

- Benchmark documents/initial accreditation self-studies must be emailed, and time stamped at least 30-days prior to the candidacy visit.

**Reaffirmation**

Self-studies must be emailed, and time stamped on or before the following due dates:

February BOA meeting agenda date	Due April 1st (previous year)
June BOA meeting agenda date	Due August 1st (previous year)
October BOA meeting agenda date	Due December 1st (previous year)

**Program Responses and Reports**

- Program responses to visit reports are due within 2-weeks of the program’s CSWE accreditation specialist sending the report and detailed instructions.
  - The due date is specified via email.
- Deferral responses, progress reports, restoration reports, and special compliance review reports are due no later than the date specified in the BOA decision letter.
  - Reports can be submitted early. Contact the program’s CSWE accreditation specialist information to request early submission.

**All Other Accreditation Documents**

Additional formatting and submission requirements may be specified in policies relevant to the accreditation process under which the program is reviewed.

**Final Submissions**

All submissions are final. No additional materials will be accepted after an accreditation due date. CSWE accreditation staff cannot alter, edit, amend, nor substitute program materials submitted for an accreditation review.

### **Failure to Submit Materials**

Failure to submit materials on time may affect the program's accreditation standing and result in an adverse action (e.g., place on conditional status, withdraw accredited status) and/or moved to a future BOA meeting agenda.

Programs may request reconsideration of adverse actions. Refer to policy [4.8 Appeals of BOA Decisions](#) for information on requesting reconsideration.

If the program accepts the BOA's decision, it must submit a restoration report within 1-year of being placed on conditional accredited status. Refer to policies [5.14 BOA Benchmark 3/Initial Accreditation Decisions](#) and [6.9 BOA Reaffirmation Decisions](#) for a list of decision types after submitting a restoration report.

When the Department of Social Work Accreditation becomes aware of a late or missing submission, the program may receive email communication from CSWE accreditation staff requesting the required materials by a specified deadline. If the program successfully submits the required materials by the deadline provided, the materials will be processed accordingly. If the program fails to submit the required materials by the deadline, the BOA may initiate an adverse action.

### **Revise & Resubmit Requests**

Requests for revision and resubmission may be due to the following:

- Usage of outdated forms, templates, or accreditation materials
- Formatting and submission errors
- Failure to address all accreditation standards or requirements
- Failure to address all program options

Documents that require revision and resubmission may delay the review process and the program may be reviewed at a future BOA meeting.

The request for revision and resubmission is determined by the BOA or CSWE accreditation staff and reflects substantial issues or errors with program-submitted materials that hinder the review process.

The program may receive an email communication from CSWE accreditation staff explaining the request for revision and resubmission, whether an administrative adjustment is issued, and requesting the program's primary contact consult with the program's CSWE accreditation specialist to prepare for resubmission.



The program's accreditation status will remain unchanged during the revision period. Should the program fail to submit the accreditation document(s) by the revision due date, the BOA may initiate an adverse action.

## **4.8 Appeals of BOA Decisions**

The following Board of Accreditation (BOA) decisions are adverse actions and are eligible for appeal:

- Deny Candidacy Status
- Remove from Candidacy Status
- Deny Initial Accreditation
- Place the Program on Conditional Accredited Status
- Initiate Withdrawal of Accredited Status

If a program receives an adverse decision, the BOA provides two (2) appeals procedures:

1. Reconsideration
2. Panel review

Reconsideration must be completed before moving to the panel review. An accredited program retains its accredited status until all appeals are exhausted.

### **Reconsideration Hearing**

Programs may challenge an adverse decision if, in the opinion of the program, the BOA's decision is arbitrary, capricious, or violates procedures.

The program's written request to the [CSWE executive director of accreditation](#) must be made within thirty (30) days following its receipt of notice of the adverse action. If the program fails to respond within 30-days, it waives the right to a reconsideration hearing.

A request for reconsideration must relate to the conditions that existed in the program at the time of the BOA's adverse action and state specific reasons why the reconsideration should be granted.

When reconsideration is requested, the CSWE executive director of accreditation sets the date and time for a hearing and appoints a reconsideration committee of three (3) BOA members. Reconsiderations hearings may be virtual or in-person, as determined by the CSWE executive director of accreditation. The program may send, at its own expense, the program's chief administrator, program faculty, and representatives from the institution. The social work program's chief administrator is required to attend reconsideration hearing meetings. Legal counsel, students, or other interested parties are not permitted to attend.

The reconsideration committee reviews the documentation on which the BOA based its decision

and any written or verbal clarifying information the program provides. No new documentation is considered.

The following decision types are possible:

<b>Decision Types for Appeals of Adverse Actions – Reconsideration Hearing</b>	
Uphold the original BOA decision.	If the reconsideration committee believes that the original BOA decision was correct, it decides to uphold the original decision. The program will then respond as required in the original BOA decision letter.
Revise the decision.	If the reconsideration committee believes that the BOA decision was in error, the committee may revise the BOA decision and issue a letter with the revised decision and instructions to the program regarding next steps.
Uphold the original decision and issue a new decision.	The reconsideration committee may uphold the BOA decision based on the original program documentation and <del>revise the</del> issue a new decision as a result of the clarifying information provided by the program at the reconsideration hearing.

A BOA decision letter is sent within 30-days following the reconsideration hearing to the institution’s president/chancellor and the program’s primary contact. If the program accepts the reconsideration committee’s decision, it is expected to follow the instructions contained in the letter informing the program of the adverse decision. If the program does not accept the reconsideration committee’s decision, it may request a panel review.

**Panel Review**

The final appeal for the program is a panel review, which is an independent consideration of the BOA’s decision.

The program’s written request for a panel review must be made within 30-days of receipt of the BOA decision letter upholding the adverse decision. If the program fails to respond 30-days, it waives the right to a panel review.

The program requests a panel review if, after the reconsideration findings are presented, it believes the BOA’s action was arbitrary, capricious, or otherwise not in accordance with the BOA accreditation standards or procedures; or the BOA action was not supported by substantial evidence in the record.

The panel reviews evidence in the record, including documentation and witness statements directly related to the BOA’s adverse action and the reconsideration hearing. The record may

include the program’s candidacy or reaffirmation documentation, visit reports, the program responses to visit reports, the BOA decision letter detailing the adverse decision; and materials from the reconsideration hearing.

Within thirty (30) calendar days of receipt of the panel review request, the CSWE executive director of accreditation sets the dates and time for a panel review and appoints a chair of two (2) or more review panel members from the list of active accreditation site visitors. Members of the review panel may not include current members of the BOA or former BOA members serving at the time of the BOA’s adverse action. Panel reviews may be virtual or in-person, as determined by the CSWE executive director of accreditation. The program may send, at its own expense, the social work program’s chief administrator, program faculty, and representatives from the institution. The program’s chief administrator is required to attend panel review meetings. Legal counsel, students, or other interested parties are not permitted to attend.

All costs related to the panel review are paid by the program. These include any legal expenses of the BOA, travel and accommodations for the review panel and participants in the proceedings, reproduction of materials presented at the hearing, and other related expenses.

The CSWE executive director of accreditation submits the record of materials to the review panel and the program’s written request, including additional evidence challenging the BOA’s procedures or its facts. The chair of the review panel presides at the hearing and rules on procedure, conducting the hearing in a manner that allows the program a fair opportunity to present its case and explain its position without resort to formal rules of evidence. The program, BOA, and CSWE staff may be represented by counsel during the hearing, and counsel may question any witnesses who speak at the hearing. Review panel members may question any witnesses or parties to the appeal.

The following decision types are possible:

<b>Decision Types for Appeals of Adverse Actions – Panel Review</b>
Uphold the BOA action.
Remand the decision back to the BOA for further consideration.

A decision letter is sent within 30-days following the panel review to the institution’s president/chancellor and the program’s primary contact.

## 4.9 Program Changes

Policies and procedures are detailed for each of the following areas:

- Changes that [Do Not Require Reporting](#)
- Changes that Require [Notification to the DOSWA](#)
  - Changes to [Key Personnel or the Program’s Directory Listing/Database Record](#)
- [Substantive Change Proposals](#)
  - Implementing a New Location-based Program Option
  - Implementing a New Online Program Option

- [Failure to Report Changes](#)

The CSWE Board of Accreditation (BOA) understands that ongoing change is necessary to improve educational quality. In support of programs' continuous quality improvement efforts, BOA encourages experimentation in all aspects of program operations. Social work programs may seek to design educational innovations that reflect their unique context or significantly change methodologies to prepare competent graduates to meet the changing demands of the social work profession and current designs or practices.

Some program changes do not require reporting to the BOA or the Department of Social Work Accreditation (DOSWA).

The accreditation status obtained at initial accreditation or reaffirmation only covers the components that were reviewed in the self-study at the time of the BOA review. Changes may take place within the program prior to its next scheduled accreditation review; however, some program changes impact compliance with EPAS, interpretations, or accreditation requirements and require reporting to the BOA or DOSWA.

### **Changes that Do Not Require Reporting**

The following changes do not require reporting:

- Revision of the program's mission and goals
- Revision of the curriculum, including:
  - Syllabi
  - Course sequencing
  - Required social work courses (including practice and field courses)
  - Electives
  - Prerequisites
  - General education and liberal arts requirements
  - Addition of a social work minor, associate degree, or dual/double major
  - Addition of a [learning site or hybrid/blended curriculum design](#)
- Changes in qualified faculty or the composition of faculty, students, or both
- Changes in the program's policies and procedures relative to admission, transfer, advisement, grievance, or termination
- Changes to assessment plans

### **Changes that Require Notification to the DOSWA**

#### *Policy*

Program changes that may impact compliance with the EPAS require an email notification to the program's CSWE accreditation specialist no later than 30-days after implementation. Such changes include, but are not limited to:

- Changes to [key personnel or the program's directory listing/database record](#)

- Institutional name change
- Reduction in resources (e.g., finances, personnel, technology)
- Changes in the faculty-to-student ratio that falls below the EPAS ratios
- Loss of faculty that places the program below the EPAS minimum number of full-time faculty required
- Changes in program director and/or field director assigned time that falls below the EPAS assigned time
- Closing a [program option](#) (e.g., main campus, branch/satellite, online)
  - A transfer or graduation plan must be provided for closure of a program option.
- Changes to the program's host institution's accreditation or recognition status with their a regional accreditor, state or federal governmental agency, U.S. Department of Education, or state, district, or territory-level authority, resulting in issuance of an adverse action, investigation, or withdrawal of accredited status (initiated by the accrediting body or the institution/program)
- Temporary closure of the program or host institution in event of a manmade or natural disaster, other public health emergency, or circumstances beyond the control of the educational environment

As this list is not exhaustive, the program contacts their CSWE accreditation specialist to discuss planned and upcoming changes to determine if notification is required.

### *Procedures*

The notification must be on program letterhead, signed by the program's primary contact, not scanned, and emailed. Review policy [4.7 Document Formatting & Submission Requirements](#) for more information.

The notification must include the following information:

- Institution name
- Program level (baccalaureate or master's)
- Primary contact's information
  - Name
  - Credentials
  - Title
  - Business email address
  - Business phone number
- Detailed description of the change
- List of any standards or accreditation requirements impacted by the change
- The program's time-bound plan for addressing compliance with each standard or accreditation requirement

### *Review Process*

The CSWE accreditation specialist may accept the notification, request clarifying information or supporting documentation, or refer the change to the BOA for review.

The CSWE accreditation specialist will inform the program's primary contact of the outcome of the notification review via email within 30-days after the CSWE accreditation specialist confirms receipt of the notification. In the cases when clarifying information or supporting documentation is requested or the change is referred to the BOA for review, the CSWE accreditation specialist will specify next steps and applicable deadlines.

If the program reports noncompliance issues, refer to policy [4.10 Special Compliance Reviews](#) for more information.

### ***Changes to Key Personnel or the Program's Directory Listing/Database Record***

Changes in key personnel or the program's [Directory of Accredited Programs listing/database record](#) must be reported to the DOSWA no later than 30-days after the implementation of change to ensure the program record remains accurate and important accreditation communications are delivered to the correct individuals. To change the [primary contact](#), the current primary contact and/or their superior must complete the form below to facilitate the transfer of responsibility.

The program must submit the [CSWE-BOA accredited and Candidate Program Record Update Form](#) to the DOSWA. Programs are only expected to complete the section(s) of the form relevant to the changes. All other sections may be left blank.

### **Substantive Change Proposals**

#### ***Policy***

Programs are required to complete a [Substantive Change Proposal](#) when establishing a new program option, such as a physical location or online delivery method.

The proposal must be reviewed and approved by the DOSWA and/or BOA prior to starting a new program option. The BOA considers the start of a program option (implementation date) to be when a majority (51% or more) of social work curriculum is offered for the first time in the new program option.

As the regulatory body for social work education in the U.S. and its territories, the BOA identifies the purpose of the *Substantive Change Proposal* is to verify that significant program changes are consistent with the Educational Policy and Accreditation Standards (EPAS) and ensure that the planned expansion of program options does not adversely impact the integrity and quality of the current program operations, resources, offerings, and compliance with the EPAS.

Social work program accreditation is awarded to and covers all program options; therefore, each program option is required to maintain continuous compliance with the EPAS. Noncompliance

issues affecting one (1) program option, impacts the accreditation status of the entire program, inclusive of all program options.

A substantive change is defined as a significant modification, high-impact change, and/or expansion of the nature and scope of an accredited program. The purpose of this review process is to ensure that the substantive change does not adversely affect the capacity of the social work program to continue to meet the EPAS.

Programs cannot not implement any changes that require a *Substantive Change Proposal* during the candidacy or reaffirmation process. The candidacy process begins with the submission of the benchmark 1 document and ends with an initial accreditation decision. The reaffirmation process begins with the submission of the self-study and ends with a reaffirmation decision.

In addition, programs cannot submit substantive changes within benchmark documents or reaffirmation self-studies to seek accreditation approval. This is a distinct review process, and a *Substantive Change Proposal* must be submitted separately from any other accreditation review process.

Note the following when submitting *Substantive Change Proposals*:

- Programs may submit *Substantive Change Proposals* during the candidacy or reaffirmation process; however, the program cannot implement the change until after an initial accreditation or reaffirmation decision is issued by the BOA.
- Programs are not required to wait for acceptance of progress reports to submit a proposal.
- Programs may not submit *Substantive Change Proposals* if they are on conditionally accredited status.
- Should a program not achieve initial accreditation or reaffirmation, then the program must adjust the implementation date of their new program option until the current program is successfully accredited.

Programs may market, advertise, and recruit for planned program options in advance of receiving approval; however, the program may not state, nor imply, that approval has been granted or that the program option is “CSWE-BOA accredited” in any written materials or verbal exchanges. The [Directory of Accredited Programs](#) and CSWE accreditation staff can only confirm approved program options. Thus, approval is advised before advertising and recruiting. Approval is not guaranteed, and the program must plan a minimum 6-months in advance of their implementation date to request approval. If a program fails to obtain approval of the proposal prior to the implementation date, all written materials must be updated to clarify to constituents that approval is pending.

### ***Program Option Types and Definitions***

When the policy utilizes “curriculum,” this refers to the social work program curriculum, not general education or liberal arts requirements or non-social work curriculum. This includes both generalist and specialized social work curricula. If a student can complete 51% or more of their program online, then that constitutes an online program option. Fully online generalist

curriculum, specialized curriculum, or advanced standing programs are also considered online program options.

**Program Options** – Various structured pathways to degree completion by which social work programs are delivered, including face-to-face, online, branch or satellite campus, broadcast site, and correspondence.

Program options are not calendars/plans of study, such as advanced standing, full-time, part-time, 16-months, 2-years, weekend, evening, night; nor are they population-based plans such as an adult learning option.

**1. In-person/Face-to-Face/Traditional** – Any physical location in which the instructor(s) and student(s) are concurrently in-person together. This allows for live synchronous interaction between instructors and students.

**1a. Main/Primary Campus** – A majority, 51% or more, of the curriculum is delivered in-person at a primary physical location, such as a main campus.

**1b. Branch/Satellite Campus** – A majority, 51% or more, of the curriculum is delivered in-person at a location physically detached from the main campus.

**2. Distance Education** – Any curriculum delivery method in which there is a separation, in time or place, between the instructor(s) and student(s). This includes both synchronous (real-time) and asynchronous (self-paced or pre-recorded) education models.

**2a. Online** – A majority, 51% or more, of the curriculum is delivered online.

**2b. Broadcast Site** – A majority, 51% or more, of the curriculum is broadcasted via television, audio, telephone, internet radio, livestream, computer-based video, or other modes of technology to students collectively convened in-person at program-established classroom location(s) physically detached from the main campus. Each physical classroom location to which the curriculum is broadcasted is considered a separate program option.

**2c. Correspondence** – The whole curriculum delivered through mailing materials (videos, texts, assignments, etc.) electronically or through the post to students.

The following are not identified as a distinct program option and do not require a *Substantive Change Proposal*:

**3. Learning Site** – Sites where only limited portions (50% or less) of the curriculum is offered offsite at a location physically detached from the main campus. A learning site is not considered an additional program option. A learning site does not require a *Substantive Change Proposal* and shall not be identified as a distinct program option in accreditation-related documents.



**4. Hybrid/Blended** – Locations where a majority (51% or more) of the curriculum is delivered at a previously established CSWE-BOA approved location (e.g., main campus, branch campus, etc.) and limited portions (50% or less) of the curriculum is delivered online. This model includes 50% or less of courses delivered fully virtually. This model may also include any percentage of individual hybrid/blended courses delivered partially in-person and partially virtually. A hybrid curriculum design is not considered an additional program option. Rather, it is a face-to-face program option with online course offerings/elements. A hybrid curriculum design does not require a *Substantive Change Proposal* and shall not be identified as a distinct program option in accreditation-related documents.

**Scope** – Scope includes local, regional, national, or international and refers to the program’s primary focus for providing education to students. Programs are solely responsible for securing the appropriate levels of approval and permissions to operate in additional jurisdictions or expand their scope. BOA’s approval of a *Substantive Change Proposal* does not supersede any approvals also required from the social work program, institution, state regulatory agency, and/or regional accreditor.

### *Approved Program Options*

All approved program options are listed in the program’s record in the [Directory of Accredited Programs](#).

### *Procedures*

The required [Substantive Change Proposal](#) template is located on the CSWE website.

The program will declare on the template which set of EPAS they are currently operating under. Programs are not permitted to have different program options complying with different sets of standards.

Should the program plan to comply with the EPAS uniformly across program options (e.g., same faculty, courses, policies, resources, assessment plan), a new physical location or online delivery method where a majority (51% or more) of the curriculum is considered a separate program option requiring a *Substantive Change Proposal*.

The program must plan a minimum 6-months in advance of their implementation date to request approval and expect approximately 3-6 months between proposal submission date and decision date. This timeline is subject to change depending on the outcome of the review. The program is solely responsible for planning the implementation timeline in accordance with the advance submission, maintaining compliance with the EPAS, and adhering to accreditation policies and procedures in between reaffirmation review cycles. Submissions that do not plan for advance submission are not guaranteed to be reviewed in accordance with the program’s desired timeline. There are no options for an expedited review.

Separate *Substantive Change Proposals* must be submitted for each new program option proposed. Also, separate *Substantive Change Proposals* must be submitted for each program level (i.e., baccalaureate, master's) for which a change is proposed.

### ***Proposal Submission for Location-based or Online Program Options***

*Substantive Change Proposals* for addition of a location-based program or online option are accepted and reviewed on a rolling basis. Upon receipt, the proposal is placed in a review queue and reviewed in order of receipt.

*For example:* If a program intends to implement a new program option in the August of a given year, a *Substantive Change Proposal* must be submitted by February 1st of the same year to ensure the program submits 6-months in advance of implementation.

The proposal must be emailed to [CSWE director of accreditation services](#) by the program's primary contact.

### ***Formatting & Submission***

The proposal must use the template, be submitted as a Microsoft Word document, may not include separate appendices nor attachments, and be emailed. The "Impact Statements" section of the *Substantive Change Proposal* has a strict 50-page limit. Review policy [4.7 Document Formatting & Submission Requirements](#) for more information.

Incomplete or incorrectly formatted proposals are not reviewed, and CSWE accreditation staff may ask the program to revise and resubmit. Documents that require revision and resubmission delay the review process and the program may be reviewed at a later date or future BOA meeting.

### ***Review Process***

Programs implementing a new location-based or an online program option will be reviewed by the [CSWE director of accreditation services](#).

The program's primary contact will be notified of the outcome of the *Substantive Change Proposal* review process via email on a rolling basis, in order of receipt.

The email notification will include a formal letter. Any citations included will be based upon concerns regarding missing or insufficient information in any section of the proposal. Impact statements are based upon the EPAS and focus on ensuring that the planned expansion of program options does not adversely impact the integrity and quality of the current program operations, resources, offerings, and compliance with the EPAS. These statements also ensure that the program's compliance plans for the new program option aligns with EPAS requirements.

The following decision types are possible:

<b>Decision Types for Substantive Change Proposals</b>	
Approve the Substantive Change Proposal	Approve the program’s compliance plan with all accreditation standards for the new program option, finding that the addition of this program option will not adversely impact the integrity and quality of the current program operations, resources, offerings, and compliance with the EPAS.
Defer Decision for One Meeting and Request Clarifying Information to be Reviewed by the Director of Accreditation Services	The program’s documentation is insufficient to make a decision, and the program must submit documentation or clarification necessary for the DOSWA to make a decision at or before the next BOA meeting. Director of Accreditation Services reviews are conducted on a rolling basis in-between or at the next BOA meeting.
Defer Decision for One Meeting and Request Clarifying Information to be Reviewed by the BOA	The program’s documentation is insufficient to make a decision, so the program must submit documentation or clarification necessary for BOA to make a decision at their next meeting.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	The addition of this program option may adversely impact the integrity and quality of the current program operations, resources, offerings, and compliance with the EPAS. The program may be noncompliant with one or more accreditation standards. A visitor is sent, at the program’s expense, in-person or virtually, with instructions and the program is reviewed at the next BOA meeting following the visit.

The CSWE director of accreditation services or BOA may defer the decision multiple times until all requested documentation or clarification is provided by the program. Once all questions and concerns are resolved, CSWE accreditation staff will inform the primary contact of approval of the *Substantive Change Proposal*.

A formal letter is sent within 30-days following the CSWE director of accreditation services or BOA approval and effective the date of approval. The substantive change approval will be reported to BOA at their next regularly scheduled meeting.

**Note:** While the CSWE director of accreditation services may approve the proposal, staff do not determine compliance as the BOA is the sole arbiter of compliance. A full compliance review will occur during the program’s next regularly scheduled reaffirmation review or special compliance review.

## Failure to Report Changes

It is the sole responsibility of the program to report changes to the BOA and/or the DOSWA according to this section of the handbook. Programs are encouraged to contact the program's CSWE accreditation specialist to discuss planned and upcoming changes to determine if notification or a *Substantive Change Proposal* is required.

Failure to report required changes or submit a *Substantive Change Proposal* in advance of the implementation date may adversely impact the program's accreditation status.

Programs cannot operate additional program options without obtaining appropriate approvals in advance of implementation of a significant change. In order to fulfill a primary purpose of accreditation and protect the public, CSWE accreditation staff cannot confirm accredited status of program options that are not approved and reflected in the CSWE official database records via the [Directory of Accredited Programs](#). Thus, failure to obtain approval of a substantive change may adversely impact students and their future licensing, employment, educational enrollment, or other post-degree pursuits.

When the DOSWA becomes aware of a program change without the receipt of notification or submission and acceptance of a *Substantive Change Proposal*, the program will receive email communication from the department requesting the proper documentation within 60-days. If the program successfully submits the required documentation by the deadline provided, the notification or proposal will be reviewed by the program's CSWE accreditation specialist for notifications of changes, by the CSWE director of accreditation services on a rolling basis for new program options, or by the BOA at their next available regularly scheduled meeting.

If the program fails to submit the required documentation by the deadline, it may result in the program being referred to the BOA Executive Committee for placement on conditional accredited status. Conditional status is an adverse action, and programs may request reconsideration. Refer to policy [4.8 Appeals of BOA Decisions](#) for information on requesting reconsideration.

## 4.10 Special Compliance Reviews

Social work programs are responsible for implementing, demonstrating, and maintaining compliance with the Educational Policy and Accreditation Standards (EPAS) and all accreditation requirements during, and between accreditation reviews.

The accreditation status obtained at initial accreditation or reaffirmation applies to accreditation standards that were reviewed in the self-study at the time of the Board of Accreditation (BOA) review.

Programs are accountable to the set of EPAS under which they are currently operating. The BOA may issue implementation timelines, requirements, and guidance when a new set of EPAS is published that may impact which set of standards the program is accountable to for compliance.

Programs are encouraged to implement interim plans to remain compliant during times of change or transitions. It is expected that programs understand, implement, and maintain continuous compliance with the EPAS and accreditation requirements.

Should the program request additional information or believe a special compliance review of the program is warranted, the program's primary contact may initiate one or both of the following:

### **Request a Letter from the Department of Social Work Accreditation (DOSWA)**

The program's primary contact may request a customized letter from the program's CSWE accreditation specialist via email clarifying EPAS and accreditation requirements.

Refer to policy [4.1 Primary Contact & Accreditation Communications](#) for more information about the primary contact's role and process for requesting a customized letter.

### **Program-Initiated Special Compliance Review**

The program's primary contact may request a program-initiated special compliance review by emailing the program's CSWE accreditation specialist. When requested, the following process will be initiated:

1. CSWE accreditation staff will attempt to arrange a courtesy phone call with the program's primary contact to discuss the issue and explain next steps. If CSWE accreditation staff are unable to schedule a call within 30-days, the process will proceed to the next step.
2. The program will receive an email communication from CSWE accreditation staff initiating the special compliance review process. CSWE accreditation staff will request a report due within 30-days, including:
  - a. A formal written response to the relevant standard(s) in question as well as a time-bound plan of action for addressing any identified issues.
  - b. The program's plan details and demonstrates its good faith effort and due diligence to restore full compliance within 3-months from the date the report is submitted.
3. The CSWE accreditation specialist will refer the report for substantiation and action by the BOA Executive Committee at their next regularly scheduled meeting.
4. Within 30-days following the BOA meeting, the program will receive a letter indicating the BOA's decision.

### **BOA-Initiated Special Compliance Review**

The BOA reserves the authority to initiate a special compliance review at any time.

### **Annual Collection of Program Assessment Outcomes**

CSWE accreditation staff review assessment outcomes annually between and during regularly scheduled accreditation reviews. This process is a continuing accreditation requirement,

independent of any regularly scheduled review that may be underway. Program assessment outcomes are published publicly in the [Directory of Accredited Programs](#). Programs are required to use the current form available on the [CSWE website](#) to report outcomes to their stakeholders and the public. Specific instructions are sent to programs by CSWE accreditation staff regarding this annual collection process. Failure to maintain updated assessment outcomes may result in a special compliance review.

### BOA Executive Committee Decisions

The BOA takes one of the following actions:

<b>Decision Types for Special Compliance Reviews</b>	
Find Program Compliant with the EPAS and/or Accreditation Requirements and Conclude Special Compliance Review	BOA finds the program Compliant with all accreditation standards and/or accreditation requirements. The special compliance review concludes, no further action is required. A letter is sent to the program.
Request a Progress Report to be Reviewed by the BOA Executive Committee, BOA Workgroup, or Accreditation Specialist	The BOA finds the program compliant with all accreditation standards and/or accreditation requirements but identifies one or more areas of concern that must be addressed in a progress report. A letter is sent to the program identifying specific areas of concern and a due date for the progress report.
Defer Decision and Request Clarifying Information to be Reviewed by the BOA Executive Committee or BOA Workgroup	The BOA finds that the program’s documentation is insufficient to make a decision, so the program must submit documentation or clarification necessary for BOA to make a decision. A letter is sent to the program. The BOA may issue multiple deferrals.
Order a Modified Site Visit  <i>(In-person or Virtual)</i>	The BOA believes that the program may be noncompliant with one or more accreditation standards and/or accreditation requirements. A letter is sent to the program. A visitor is sent, at the program’s expense, in-person or virtually, with instructions to review specific compliance issues and the program is reviewed at the next BOA meeting following the visit.
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and/or accreditation requirements and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. A

<b>Decision Types for Special Compliance Reviews</b>	
	letter is sent to the program identifying specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a restoration report.
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and/or accreditation requirements and the BOA does not believe that noncompliance issues can be resolved within 1-year. A letter is sent to the program identifying specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**Related Policies**

Refer to policy [4.11 Complaints Regarding Program Compliance](#). Persons, groups, or organizations related to the program are eligible to file a formal complaint to the BOA. Complaints must pertain to matters related to program compliance with the EPAS. The BOA is not authorized to adjudicate, arbitrate, or mediate individual faculty or student grievances against a program. The BOA may select a variety of decision types as a result of a complaint review, including adverse actions.

Refer to policy [4.9 Program Changes](#) detailing which changes impact compliance with EPAS and require reporting to the BOA or DOSWA. Changes may take place within the program prior to its next scheduled accreditation review.

Refer to policy [4.7 Document Formatting & Submission Requirements](#) for all accreditation documents.

**4.11 Complaints Regarding Program Compliance**

Formal complaints to the CSWE Board of Accreditation (BOA) must pertain to matters related to program compliance with accreditation standards. Persons, groups, or organizations related to the

program are considered recognized complainants and may file a complaint.

The BOA is not authorized to adjudicate, arbitrate, or mediate individual faculty or student grievances against a program. Complainants must use all appropriate institutional and professional channels of appeal before filing a formal complaint with CSWE-BOA. The institutions in which programs are housed assume responsibility for implementing and enforcing their own policies in these areas. When alleged violations cannot be resolved within the institution, appellate procedures within state systems of higher education or state judicial courts shall be used to assess and enforce institutional compliance with policies.

### **Instructions to File a Complaint**

Once all guidelines are reviewed, submit a complete [Complaint Form](#) via email to the [CSWE director of accreditation services](#).

CSWE accreditation staff do not consult with potential complainants regarding the eligibility or validity of their complaint. CSWE accreditation staff are ethically bound to facilitate the procedures as written in this policy and ensure each potential complainant's autonomy. The responsibility rests with each potential complainant regarding determining whether their complaint relates to program compliance with accreditation requirements. Action cannot be taken on a complaint until documentation is submitted.

Formal complaints must be submitted in writing to the [CSWE director of accreditation services](#) with evidence that the complaint meets the following criteria:

- Filing is by a recognized complainant.
- The complaint is accompanied by documentation showing that the complainant has exhausted all appropriate institutional and professional channels for resolution.
- The complaint is related to a possible violation of one or more accreditation.
- The documentation submitted in the formal complaint must be connected to a possible violation of one or more accreditation standards.
- The complainant must provide evidence that the chief administrator of the program named in the complaint was given a copy of the complaint, including all materials submitted to the BOA.

### **Evaluation to Determine if Criteria Have Been Met**

Upon receipt of the formal complaint, CSWE accreditation staff determines whether the criteria for formal complaints have been fully met and whether the complaint falls within the BOA's authority. If CSWE accreditation staff determines that the complaint does not meet the criteria for formal complaints or is not within the BOA's jurisdiction, the complainant is notified and given specific reasons for the refusal.

If CSWE accreditation staff determines the complaint meets the criteria for a formal complaint, the complainant and the program concerned are notified. The program has thirty (30) calendar days from receipt of the complaint to respond. CSWE accreditation staff share the program



response with the complainant, who is given 2-weeks to respond. CSWE accreditation staff present the formal complaint, the program’s response, and the complainant’s response to the BOA during its next regularly scheduled meeting and recommends a decision.

The BOA takes one of the following actions:

<b>Decision Types for Complaints Regarding Program Compliance</b>	
Find the Program Compliant with the Accreditation Standard and Dismiss the Complaint	If the BOA dismisses the complaint, CSWE staff and the BOA Chair notify the complainant and the program, stipulating the reasons for the BOA’s action.
Defer Action	If the BOA finds evidence that the program has made reasonable progress in rectifying the situation, it can defer the decision to a BOA meeting within the next year.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA orders a modified site visit to collect more information. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.
Appoint an Investigating Committee	If the BOA needs more information to make a decision, it will appoint an investigating committee to conduct a confidential investigation with full knowledge and consultation of those concerned. The program pays expenses relating to the investigative visit. The investigating committee reports its findings to the full BOA at its next regularly scheduled meeting, and the BOA decides if the program is compliant with the accreditation standards in question.
Find the Program Noncompliant with One or More Accreditation Standards and Place it on Conditional Accredited Status	The program is placed on conditional accredited status if the BOA believes that noncompliance issue(s) can be resolved by the program within 1-year. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .
Find the Program Noncompliant with One or More Accreditation Standards and Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if it believes that the program cannot take corrective action within 1-year. The program is required to work with the

<b>Decision Types for Complaints Regarding Program Compliance</b>	
	<p>accreditation specialist to make arrangements for the graduation or transfer of its students and determine the date the accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration.</p>

**4.12 Program Closure & Withdrawal of Accredited Status**

If a program wishes to withdraw from accredited status, the program’s primary contact sends a formal letter to the program’s assigned CSWE accreditation specialist notifying the Board of Accreditation (BOA) of its intention to close the program. The program is expected to make arrangements for the transfer or graduation of its students and works closely with the CSWE accreditation specialist during this planning process, at the conclusion of which the date of the program’s accreditation will be decided. A program is expected to remain in full compliance with all standards during the withdrawal process.

## 5. Candidacy & Initial Accreditation

### 5.1 Understanding Candidacy Benchmarks & Initial Accreditation

Candidacy is the accreditation process for new or existing social work programs seeking initial accreditation. Co-located programs, institutions with both baccalaureate and master's social work programs seeking candidacy and initial accreditation, are accredited separately. Each program level must complete separate candidacy processes, including submitting separate documents.

The benchmark model is a developmental, systematic, and incremental approach to developing an accredited social work program, aligning the program elements with the Educational Policy and Accreditation Standards (EPAS), and writing a comprehensive self-study. There are three (3) benchmarks:

1. Benchmark 1/Candidacy Visit 1/Pre-candidacy
2. Benchmark 2/Candidacy Visit 2/Candidacy
3. Benchmark 3/Candidacy Visit 3/Initial Accreditation

The first portion of each benchmark consists of specific accreditation standards that must be approved by the Board of Accreditation (BOA) for the program to proceed to the next benchmark, and the second portion consists of standards that must be addressed in draft form to prepare the program for the next benchmark. The approval and draft standards applicable to each benchmark are delineated in the [Candidacy Benchmark Grid](#).

Program development is guided by three (3) visits from BOA members. During each candidacy visit, the BOA member identifies any areas of concern related to the program's response to approval standards and provides consultation on the program's response to draft standards. Visitors do not have the authority to determine compliance and will not recommend a decision to the program nor BOA. Following each visit, BOA readers will review the program's benchmark documents, the *Candidacy Visit Report*, and the *Program Response to the Candidacy Visit Report* to make a decision.

Programs usually complete the candidacy benchmarking process in 3-4 years. The steps in the candidacy process are as follows:

#### **Benchmark 1**

1. Program completes and submits the *Candidacy Eligibility Application*.
2. Program completes and submits the *Benchmark 1* document to CSWE accreditation staff.
3. CSWE accreditation staff provide iterative feedback and work with the program to finalize the *Benchmark 1* document.
4. CSWE accreditation staff approve the *Benchmark 1* document, formally issuing *Pre-candidacy* status to the program and assigning a CSWE accreditation specialist.
5. Program finalizes and submits the *Benchmark 1* document to the BOA visitor and CSWE accreditation specialist.
6. Program and BOA visitor prepare logistics and accommodations for the visit.

7. Program ensures all *Benchmark 1*-related fees are paid.
8. Program hosts the candidacy visit.
9. Visitor prepares and submits the *Candidacy Visit Report*.
10. Program crafts a formal written response to the *Candidacy Visit Report*.
11. BOA reviews the *Benchmark 1* document, *Candidacy Visit Report*, and *Program Response* to issue a [Benchmark 1 decision](#).

## **Benchmark 2**

1. Program finalizes and submits the *Benchmark 2* document to the BOA visitor and CSWE accreditation specialist.
2. Program and BOA visitor prepare logistics and accommodations for the visit.
3. Program ensures all Benchmark 2-related fees are paid.
4. Program hosts the candidacy visit.
5. Visitor prepares and submits the *Candidacy Visit Report*.
6. Program crafts a formal written response to the *Candidacy Visit Report*.
7. BOA reviews the *Benchmark 2* document, *Candidacy Visit Report*, and *Program Response* to issue a [Benchmark 2 decision](#).

## **Benchmark 3/Initial Accreditation**

1. Program completes and submits the *Initial Accreditation Eligibility Application*.
2. Program finalizes and submits the *Benchmark 3* document/*Initial Accreditation Self-study* to the BOA visitor and CSWE accreditation specialist.
3. Program and BOA visitor prepare logistics and accommodations for the visit.
4. Program ensures all Benchmark 3/Initial Accreditation-related fees are paid.
5. Program hosts the candidacy visit.
6. Visitor prepares and submits the *Candidacy Visit Report*.
7. Program crafts a formal written response to the *Candidacy Visit Report*.
8. BOA reviews the *Benchmark 3* document/*Initial Accreditation Self-study*, *Candidacy visit Report*, and *Program Response* to issue an [Initial Accreditation decision](#).

Resources, timetables, forms, samples, and accreditation fees associated with each candidacy benchmark, are located on the [CSWE website](#).

## **Student Recruitment, Advertising, & Marketing**

In the developmental, application, pre-candidacy, and candidacy stages, each program has autonomy to select their recruitment, advertising, and marketing strategies. Programs are encouraged to be honest with their students and stakeholders about the candidacy process, including retroactive accreditation, and the risks involved. Ultimately, these communications are within the program's discretion. CSWE does not vet nor approve such communications.

Prior to receiving pre-candidacy status, the program does not have a status with CSWE-BOA and is not published in the [Directory of Accredited Programs](#). Once granted pre-candidacy status, programs are published in the [Directory of Accredited Programs](#) and optional language for

recruitment, advertising, and marketing materials is provided per policy [1.6 Accreditation Status Statements for Websites & Materials](#).

### **Student Admission Timing**

If the program is planning to admit students in the academic year in which candidacy is granted, the program may consider admitting part-time students in year 1, full-time students in year 2, and advanced standing students (for master's programs) in year 3, with initial accreditation planned at the end of year 3. This admission plan is not required.

Alternatively, programs may plan to admit students the fall after candidacy is granted. In this case, the program may consider admitting part-time and full-time students in year 2, and advanced standing students (for master's programs) in year 3, with initial accreditation planned at the end of year 3.

At Benchmark 1, it is not required for the program to have students enrolled nor be fully operational. At Benchmark 2, students must be enrolled in the program and the program must be fully operational.

If students graduate from a candidate program before it achieves initial accreditation, the degrees are not yet considered earned from a CSWE-accredited social work program, until if/when initial accreditation is granted. This may impact students' licensing, doctoral education enrollment, and job prospects. It is advisable to research and discuss conditional, limited, or provisional licenses with the licensing boards in the state(s) students may seek licensure. It may also be helpful to research job requirements.

### **Declaration of All Program Options**

All program options, as defined in policy [4.9 Program Changes](#), must be reflected in the *Benchmark 1* document for staff approval. Once a program is issued *Pre-candidacy* status, additional program options cannot be added until the program achieves *Initial Accreditation*.

### **Generalist and Specialized Curricula for Master's Programs**

Candidate programs must develop and offer generalist and specialized curricula for the master's programs. Master's programs cannot offer specialized curricula/an advanced standing only program.

## **5.2 Retroactive Accredited Status**

Only students admitted to the social work program during or after the academic year in which the program is granted candidacy will be recognized as graduates from a CSWE-BOA accredited program, once the program achieves initial accreditation as granted by the Board of Accreditation (BOA).

Students admitted prior to the academic year in which the program was granted candidacy will not be recognized as graduates from a CSWE-BOA accredited social work education program, regardless of the program's accredited status when they graduate.

Review policy [1.6 Accreditation Status Statements for Websites & Materials](#) for language programs may use to explain retroactive accredited status.

### 5.3 Assignment to a BOA Meeting Agenda

A maximum of ten (10) programs are reviewed for a *Candidacy* decision at each Board of Accreditation (BOA) meeting. To be assigned to a BOA meeting agenda, programs must complete the following steps in partnership with CSWE accreditation staff:

- Receive approval of their *Candidacy Eligibility Application*
- Received approval of their *Benchmark 1* document from CSWE staff
- Be issued *Pre-candidacy* status

Once ten (10) *Pre-candidate* programs are assigned to a BOA meeting agenda, the subsequent programs will automatically be assigned to the next available BOA meeting agenda.

Once assigned, the program remains on the same February, June, or October BOA meeting agenda as it progresses through the candidacy process unless a permanent adjustment is requested per policy [4.6 Requesting an Extension or Timetable Change](#) or two (2) deferrals are issued at any BOA decision-making stage. Learn more about deferrals in policies [5.12 BOA Benchmark 1 Decisions](#), [5.13 BOA Benchmark 2 Decisions](#), and [5.14 BOA Benchmark 3/Initial Accreditation Decisions](#).

### 5.4 Candidacy Timetable

Once assigned to a Board of Accreditation (BOA) meeting agenda and granted pre-candidacy status, programs receive a copy of their candidacy timetable.

The candidacy process is program-driven, and reminders/prompts are not provided. Therefore, programs may download a [copy of their candidacy timetable](#), a tool to assist your program in tracking due dates, accreditation fees, materials, activities, and formatting/submission requirements for each step of the candidacy process.

Timetables are based on the BOA's meeting schedule. The accrediting body meets three times annually: February, June, and October.

To download a copy of the correct timetable, programs must identify their next candidacy decision date. This date can be identified in the following ways:

1. Each *Pre-candidate* program receives a copy of their candidacy timetable once assigned to a BOA meeting agenda.

2. Listed in the [Directory of Accredited Programs](#) in the "Next Accreditation Review" date field.
3. Stated in the program's last decision letter issued by the BOA.
4. Primary contacts may contact the program's CSWE accreditation specialist to verify. Per policy [4.1 Primary Contact & Accreditation Communications](#), the program's primary contact is selected by each program and identified in the [Directory of Accredited Programs](#). Primary contacts may email [accreditation@cswe.org](mailto:accreditation@cswe.org) to request contact information for their program's CSWE accreditation specialist.

After identifying the program's next candidacy decision date, [download a pre-filled timetable or complete a blank timetable](#). To complete a blank timetable, select the corresponding February, June, or October timetable. Navigate to the final row of the timetable and insert the next candidacy decision date in the middle column of the row titled "BOA Review for Candidacy, 2<sup>nd</sup> Year of Candidacy, or Initial Accreditation." This is the date when the BOA will decide whether the program is approved to move forward based on compliance with the Educational Policy and Accreditation Standards (EPAS) and the program should progress to the next accreditation review. From the final row, work backwards to the top of the document filling in the relevant year for each step of the candidacy process.

Request a pre-filled timetable or direct questions to the program's CSWE accreditation specialist.

## 5.5 Candidacy & Initial Accreditation Eligibility Applications

### Prior to Benchmark 1

The [Candidacy Eligibility Application](#) requires social work programs and their host institutions to meet specific standards and craft a letter of institutional intent to be eligible to seek accreditation. The application evaluates the institution's ability to establish, support, and sustain an accredited social work program.

Applications are reviewed by CSWE accreditation staff, who may approve the application, request the program revise and resubmit to provide clarifying information, or refer the application to the Board of Accreditation (BOA) for review. CSWE reserves the right to decline consideration of any application that does not meet the eligibility criteria.

Each BOA agenda has the potential for 10 new applicant programs which is determined by the date the program's *Benchmark 1* is approved by CSWE staff.

**February Agenda:** The first 10 *Benchmark 1*'s approved by June 1, are placed on February BOA Agenda of the next year.

**June Agenda:** The first 10 *Benchmark 1*'s approved by September 1, are placed on June BOA Agenda of the next year.

**October Agenda:** The first 10 *Benchmark 1*'s approved by December 1, are placed on October BOA Agenda of the next year.

### **Prior to Benchmark 3/Initial Accreditation**

The [\*Initial Accreditation Eligibility Application\*](#) requires social work programs and their host institutions to continue meeting specific standards to be eligible to seek accreditation. The application evaluates the institution's ability to support and sustain an accredited social work program.

Applications are reviewed by CSWE accreditation staff, who may approve the application, request the program revise and resubmit to provide clarifying information, or refer the application to the BOA for review. CSWE reserves the right to decline consideration of any application that does not meet the eligibility criteria.

## **5.6 Benchmark Documents & Initial Accreditation Self-study**

### **Purpose of the Benchmark Documents & Initial Accreditation Self-study**

The benchmark process requires programs to self-examine and conduct a study of how the program is developing to comply with the Educational Policy and Accreditation Standards (EPAS) over multiple years. The resulting *Initial Accreditation Self-Study* compiles narrative and supporting documentation to evidence compliance.

Initial accreditation self-studies are typically written by teams of program faculty and staff, with the self-examination process beginning approximately 1-year prior to the submission of each benchmark.

Benchmark documents and the initial accreditation self-study is composed of three (3) volumes:

1. **Volume 1:** Narrative response and all relevant supporting documentation for compliance with all accreditation standards. Templates are required for this volume.
2. **Volume 2:** Syllabi for all required courses featured on each curriculum matrix to provide evidence that competency-based course content meets accreditation standards.
3. **Volume 3:** Student Handbook and Field Education Manual only. No additional materials shall be submitted in this volume.

## **5.7 Staff Approval of Benchmark 1 Document & Obtaining Pre-candidacy Status**

After CSWE accreditation staff approve the *Candidacy Eligibility Application*, the program completes and submits its *Benchmark 1* document for CSWE accreditation staff review, feedback, and approval. The *Benchmark 1* document must include volumes 1-3 to be reviewed. Volume 1 must include finalized content for all approval standards, and draft content for all draft



standards. The approval and draft standards applicable to each benchmark are delineated in the [Candidacy Benchmark Grid](#).

CSWE accreditation staff may approve the *Benchmark 1* document or request the program revise and resubmit to provide clarifying information. Several rounds of feedback may be provided to ensure to the program is prepared to proceed with the candidacy process.

Once the program's *Benchmark 1* document is approved by CSWE accreditation staff, the program is issued *Pre-candidacy* status, assigned to a Board of Accreditation (BOA) meeting agenda, and assigned a CSWE accreditation specialist.

Each BOA agenda has the potential for 10 new applicant programs which is determined by the date the program's *Benchmark 1* is approved by CSWE staff.

**February Agenda:** The first 10 *Benchmark 1*'s approved by June 1, are placed on February BOA Agenda of the next year.

**June Agenda:** The first 10 *Benchmark 1*'s approved by September 1, are placed on June BOA Agenda of the next year.

**October Agenda:** The first 10 *Benchmark 1*'s approved by December 1, are placed on October BOA Agenda of the next year.

## 5.8 Final Benchmark 1, 2, & 3 Documents/Initial Accreditation Self-study

### Benchmark 1

After the program obtains *Pre-candidacy* status, the program finalizes the approved *Benchmark 1* document and prepares for *Candidacy Visit 1*.

The final *Benchmark 1* document (Volumes 1, 2, and 3) is emailed to the program's CSWE accreditation specialist and assigned Board of Accreditation (BOA) visitor a minimum of 30-days in advance of the visit date.

### Benchmark 2

After the program obtains *Candidacy* status, the program finalizes its *Benchmark 2* document and prepares for *Candidacy Visit 2*.

The final *Benchmark 2* document (Volumes 1, 2, and 3) is emailed to the program's CSWE accreditation specialist and assigned BOA visitor a minimum of 30-days in advance of the visit date.

### Benchmark 3/Initial Accreditation

After the program obtains a *Second Year of Candidacy* status, the program finalizes its *Benchmark 3 document/Initial Accreditation Self-study* and prepares for *Candidacy Visit 3*.

The final *Benchmark 3 document/Initial Accreditation Self-study* (Volumes 1, 2, and 3) is emailed to the program’s CSWE accreditation specialist and assigned BOA visitor a minimum of 30-days in advance of the visit date.

## 5.9 Candidacy Visits 1, 2, & 3

### Purpose

The purpose of candidacy visits is to meet with a member of the CSWE Board of Accreditation (BOA) to assist in the program’s development and success throughout the candidacy process. The visitor’s primary task is to discuss the program’s benchmark document. For the approval standards, the visitor will identify areas of strength and concern. The visitor also reviews the draft standards and identifies areas of further development that the program can use in developing the next benchmark.

### BOA Visitor Eligibility

Candidacy visits are conducted by a current or recent former members of the CSWE-BOA. Members who rotate off the BOA may conduct visits for up to 3-years after rotating off. BOA members have a minimum of 3-years of teaching experience in CSWE-accredited social work programs and have been experienced CSWE site visitors prior to serving on the BOA.

### Candidacy Visit Assignments

#### Overview

Candidacy visits are scheduled based on the BOA meeting agenda for which a program will be reviewed for a decision. The visit assignment and visit occur in the months prior to this BOA meeting:

<b>BOA Agenda for a Decision</b>	<b>Assignment Occurs</b>	<b>Visit Occurs</b>
February	No later than July 1	September 1 - November 15
June	No later than October 1	December 1 - February 28/29
October	No later than December 1	March 1 - May 15

#### Selecting the Candidacy Visitor

The CSWE accreditation volunteer coordinator selects a current or recent former members of the CSWE-BOA to conduct each visit based on their availability and conflicts of interest. BOA members and programs are asked to identify any conflicts of interest per policy [3.10 Conflicts of](#)

*[Interest for Accreditation Volunteers](#)*. Programs may only deny specific visitors on the basis of a conflict of interest and are unable to deny a visitor based on visitor experience at the program level; visitor area of expertise; institutional or programmatic religious affiliation, size, or administrative structure; program option(s) or delivery method(s); or other similar criteria. Due to ethical and administrative constraints, CSWE will not honor special requests with respect to preferences or choice related to the assignment of visitor(s).

### *Notification*

Once visit assignments are finalized, the [CSWE accreditation volunteer coordinator](#) emails the assignments to the institution's president/chancellor, the primary contact for the program, the BOA member visitor, and the program's CSWE accreditation specialist.

### **Candidacy Visit Planning**

#### *Initial Contact, Setting a Date, and Individual Accommodations*

Within 2-weeks of the candidacy visit assignment email notification, the program's primary contact is responsible for initiating contact with the visitor to begin planning the visit, including selecting a date, travel plans, and initial schedule setting. In the initial contact, the program is expected to inquire about any accommodations the visitor may need during travel or the visit (e.g., mobility, communication).

If the program's primary contact has not made contact with the visitor by this time, the visitor is asked to notify the [CSWE accreditation volunteer coordinator](#) for assistance.

No less than 30-days before the visit, it is the program's responsibility to record this date with CSWE, by completing the [Candidacy Visit Date Log](#).

#### *Length of Visit*

Most in-person candidacy visits are conducted in 1-day. If conducted virtually, visits are permitted to take place over one day or two-half days. An extra half day may be necessary for any visit type, depending on the complexity of the program, and may be arranged between the program and the visitor. The CSWE-BOA also reserves the right to extend visits, as needed.

#### *Visit Format*

Expectations are consistent for both in-person and virtual visit formats.

#### *In-Person Programs*

(as defined in policy [4.9 Program Changes](#))

If the program has at least one (1) program option that is considered in-person, candidacy visits are to be conducted in-person at *Benchmark 1* and at *Initial Accreditation*. *Benchmark 2* visits are conducted online. The program may request an in-person *Benchmark 2* visit by emailing the [CSWE accreditation volunteer coordinator](#) within 30-days of receiving their decision letter granting candidacy status.

### ***Online-Only Programs***

(as defined in policy [4.9 Program Changes](#))

All visits for online-only programs are conducted online. The program may request their next visit be in-person by emailing the [CSWE accreditation volunteer coordinator](#) within 30-days of receiving the email from CSWE granting pre-candidacy, candidacy, or a 2<sup>nd</sup> year of candidacy status.

### ***Number of Visitors***

One (1) BOA member visitor is assigned to each program. However, visits may also include an additional BOA member visitor for training and quality assurance purposes. This visitor will attend virtually and will not be an extra cost to the program.

### ***Communication Guidelines***

Advanced preparation for candidacy visits is essential and involves close collaboration among CSWE accreditation staff, BOA members, and programs. All planning and communication regarding the candidacy visit occur through the program's primary contact on record with CSWE.

Faculty members, students, or others cannot communicate with the visitors before arrival on campus nor until the allotted time in the visit schedule. Constituent groups desiring to meet with visitors request a meeting through the program's director to arrange time on the visit schedule. It is inappropriate for visitors to receive anonymous documents, telephone calls, or other similar information before, during, or after the visit. BOA members are instructed to discuss any such incidents with the program's primary contact and to refuse written or verbal information that cannot be shared openly.

### **Content Preparation**

No less than 30-days before the visit, the program emails the program's benchmark document (all 3 volumes) to the visitor for their review and the program's CSWE accreditation specialist.

The BOA visitor reviews the program's benchmark documents prior to the visit and notes any strengths or concerns for discussion. Visitors must use the required *Candidacy Visit Report* template. Visitors may not request a written program response in advance of the visit.

## *Candidacy Visit Schedule*

No less than 1-week prior to the visit, the program's primary contact and visitor jointly finalize the visit schedule.

The schedule must include:

- Specific days and times, including time zones
- Locations and/or meeting links
- Breaks
- Mealtimes
- Independent workspace for the visitor
- Exit interview with the program director and primary contact (if different)
- With whom the visitors will meet:
  - Required:
    - President/Chancellor (or Designee)
    - Primary Contact
    - Program Director (if different than primary contact)
    - Field Education Director
    - Faculty
    - Students (unless the program does not have students at *Benchmark 1*)
  - Optional:
    - Field Instructors
    - Community Advisory Board (if applicable)
    - Deans or other program administrators
    - Other stakeholders specific to the program's context

A sample visit schedule is located on the [candidacy process webpage](#).

### ***Programs with More Than One Program Option***

All full-time faculty responsible for program delivery are to be included in the visit, when possible, inclusive of all program options. Part-time faculty and staff may be included at the program's discretion. When programs have more than one (1) program option, it is at the discretion of the program to include other representatives/stakeholders from each program option in the candidacy visit. These stakeholders can be included in a face-to-face capacity (for in-person visits) or virtually, but visitors are not be expected to visit all physical program options.

### ***Social Events***

Required social events or mandatory meals with program representatives are not acceptable. If the program decides to offer such events, it is within the visitor's purview to accept or decline

the invitation. Additionally, these events cannot be offered during typical work or preparation time for the visitor.

### *Logistics*

No less than 30-days before the visit, the program's primary contact confirms visit arrangements such as travel plans, hotel accommodations, and workspace requirements in the hotel and on campus (for in-person visits) with the visitor. The program confirms all arrangements with the visitor via email and the primary contact is copied on all communications, if another program representative is coordinating logistics.

Programs are to accommodate visitor travel the day before and the day after the visit (unless earlier departure is requested by the visitor after the visit concludes).

No less than 30-days before the visit, it is the program's responsibility to record this date with CSWE, by completing the [Candidacy Visit Date Log](#).

### *Air Travel*

Programs are required to provide prepaid coach fare airline tickets to visitors and are to consult with the visitor about the most convenient airport, airline carrier, and flight times. Purchasing refundable tickets and/or travel insurance is highly recommended, as unforeseen circumstances such as illness, weather, etc. may occur. The program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

### *Hotel*

BOA member visitors are to be housed in hotels, not in dormitories or other campus housing. Programs are required to coordinate hotel accommodations and arrange for the hotel to bill the program for visitor expenses at the hotel, except for personal incidentals. Hotel accommodations are required to include a workspace. Purchasing refundable rooms is highly recommended, as unforeseen circumstances such as illness, weather, etc. may occur. The program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

### *Ground Transportation*

Programs are required to provide ground transportation for the visitor, including to and from the airport, to and from the hotel to campus, and any other required travel for the visit. Programs provide transportation in the form of a car or shuttle, taxi/rideshare, or rental car. Ground transportation may be out-of-pocket expenses for the visitor, however programs must make every effort to cover such costs upfront, if possible. Programs are to ensure the visitor is comfortable with paying such expenses out-of-pocket prior to finalizing plans. Programs must

inform the visitors how reimbursement for these expenses will be managed if the visitor agrees to pay out-of-pocket.

### ***Meals***

Meals not taken at the hotel or during the visit are likely to be out-of-pocket expenses for the visitors. Programs must inform the visitors how reimbursement for these expenses will be managed if the visitor agrees to pay out-of-pocket.

Review the [Payment of Expenses](#) section below for more information.

## **The Candidacy Visit**

### ***Visitor Arrival (for in-person visits)***

During the first evening visitors generally work alone to prepare for the visit. Primary contacts/program directors may meet with visitors to extend a brief welcome, explain the itinerary, answer any questions, and outline the arrangements to escort them to the campus. Required social events or mandatory meals with the program representatives are not acceptable. If the program decides to offer such events, it is within the visitor's purview to accept or decline the invitation. Additionally, these events cannot be offered during typical work or preparation time for the visitor.

### ***Meeting with the Institutional Administrators***

The BOA expects the visit to begin with the institution's president/chancellor and any other institutional administrators at the program's discretion. The primary contact/program director introduce the visitor to the institutional administrator and after introductions, permit the visitor to meet alone with the president/chancellor or their designee. The meeting is typically about 30-minutes.

The purpose of this meeting is to explain the accreditation process, learn about the role and place of the program within the institution's system, answer any questions the administrator may have, and to collect any information related to the candidacy review. When it is not possible to meet with the institution's president/chancellor, it is acceptable that the visitor meets with a designee as determined by the institution. CSWE trusts programs to make this decision and does not approve of the designee prior to the visit.

### ***Meetings with the Social Work Program and Stakeholders***

The visitor will also meet with the program director, the field education director, faculty members, students, and any other individuals whose presence may be relevant (e.g., field instructors, librarian, community advisory boards, alumni, staff). The purpose of these meetings

is for the visitor and program to discuss stakeholder experiences of the program, as well as any strengths, concerns, and questions from the review of the program's document. This time is also used to consult regarding future program development as well as to answer any questions the stakeholders may have.

**Faculty:** All full-time faculty responsible for program delivery are to be included in the visit, when possible, inclusive of all program options. Part-time faculty and staff may be included at the program's discretion unless otherwise requested by the BOA. The primary contact/program director/program representatives do not attend meetings with the program faculty; however, program representatives may propose being present based on their unique context/culture.

**Students:** The primary contact/program director/program representatives do not attend the student meeting. However, program representatives may propose being present based on their unique context/culture. The BOA does not require or recommend dismissing classes during the visit. It is advised that the schedule be planned to permit participation by all constituents without disrupting the academic schedule.

### *Exit Interview*

Visitors hold an exit interview with the primary contact and program director (if different) to convey the findings for inclusion in the visit report. The program will determine if additional stakeholders (e.g., administration, faculty) will be present. The program may ask questions, comment on the findings, or correct any inaccuracies.

Visitors may respond to questions, but not make judgments of whether the program is in compliance with EPAS, as that decision rests with the BOA. Visitors remind programs that the findings, along with the *Program Response to the Candidacy Visit Report*, are reviewed by the BOA before making a decision about compliance and the BOA will notify them of its decision about program compliance and concerns.

### *Gifts*

Visitors are unable to accept gifts.

### *Questions During the Visit*

Questions related to accreditations standards or accreditation policies may be directed to the program's CSWE accreditation specialist.

Questions regarding scheduling, transportation, accommodations, or reimbursement may be directed to the [CSWE accreditation volunteer coordinator](#).

### **After the Candidacy Visit**



After the conclusion of the visit, contact between the program and visitor ceases, with the exception of any travel or reimbursement inquiries. The visitor does not provide a copy of the *Candidacy Visit Report* to the program and the program does not provide a copy of its response to the visitor. If the program has additional questions or comments after the visit, the program contacts the appropriate CSWE accreditation staff member.

### ***Payment of Expenses***

It is the program's responsibility to ensure all possible costs for the visitor are covered by the program prior to the visit, inclusive of travel days and the visit day(s). BOA member visitors are volunteers, not contractors or employees of the program, institution, or CSWE. Therefore, visitors are not expected to provide the program with an IRS Form W-9, personal service agreements, or similar contracts requested by the program/institution, as they are not vendors or service providers. If this is requested by the program, the visitor is asked to contact the [CSWE accreditation volunteer coordinator](#) for support. Should a visitor choose to enter into a contract or similar agreement with the program, CSWE is not responsible for the content or the program's adherence to the agreement. Programs are encouraged to use established vendors within their institution that can then bill the program. Another option is to provide the visitor with petty cash onsite for expenses. Failure to adhere to this policy may result in the inability to proceed in the reaffirmation process.

Within 30-days of the visitor submitting reimbursement materials, the program will either have reimbursed the visitor for any out-of-pocket expenses or provide an update to the visitor on an estimated payment date.

If the visitor or program have any questions about payment of expenses for the visit, please contact the [CSWE accreditation volunteer coordinator](#).

### ***The Candidacy Visit Report***

Within 2-weeks of the visit, the visitor submits the completed report template via email to the program's CSWE accreditation specialist. Report content is written in the visitor's own words and reflects objective and factual findings collected via discussion with program stakeholders. The report cannot refer BOA readers to the program's self-study or supplemental materials provided onsite, nor does the visitor include copied/pasted narrative or excerpts from program documents. The visitor does not include materials provided by the program in the report; the program will provide this information in their *Program Response to the Candidacy Visit Report*.

The visitor deletes/destroys the program's documents upon confirmation of acceptance of the report by the program's CSWE accreditation specialist.

Should a visitor need time beyond 2-weeks to complete the visit report, the visitor must proactively communicate with the program's CSWE accreditation specialist to inform of them of the delay and request an extension. The length of the extension is granted on a case-by-case basis, as CSWE recognizes that emergencies and unforeseen circumstances occur.

### ***Report Violations***

Should the visitor fail to produce a report without communicating with the program's CSWE accreditation specialist within 5-business days of the *Candidacy Visit Report* due date, or there are serious concerns with submitted report, the visitor will be contacted to discuss a remediation plan. The [CSWE executive director of accreditation](#) and [CSWE director of accreditation operations](#) have the right to remove BOA members from service based on violations of visit conduct, integrity, or performance.

### ***Program Response to the Candidacy Visit Report***

Within 2-weeks of receiving the visit report, the program is required to submit a *Program Response to the Candidacy Visit Report* via email to the program's CSWE accreditation specialist. Any materials submitted to the visitor during the visit must be included directly in response to that standard (not as appendices or separate attachments). If the program reviews any information with the visitor during the visit, the program must ensure these materials are submitted in the *Program Response to the Candidacy Visit Report*.

The purpose of the program response to the visit report is to provide the program an opportunity to correct any errors of fact, clarify information that may have been incorrectly understood by the visitor(s), and present its final complete response to the questions raised by the BOA visitor. Disagreements with the visit report must be stated clearly, and additional documentation provided if necessary.

The BOA uses the program's benchmark documents, *Candidacy Visit Report*, and *Program Response to the Candidacy Visit Report* to make a decision.

### **Candidacy Visit Emergencies**

CSWE recognizes that scheduled visits may need to end early, be delayed, moved virtually, or cancelled due to special circumstances beyond the control of relevant parties. Examples of these special circumstances include inclement weather conditions, natural or manmade disasters, or changes to visitor's or key personnel's schedules due to extenuating circumstance; this list is not exhaustive. Purchasing refundable tickets and/or travel insurance is highly recommended, as the program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

In these circumstances, CSWE must be consulted to determine the best course of action in an emergency before any changes to the date or the format of the visit are enacted, unless CSWE staff are unavailable.

To inform CSWE accreditation staff of changes to a planned visit:

1. The party (visitor or program) must immediately notify the [CSWE accreditation volunteer coordinator](#) via email or telephone. If the volunteer coordinator is unavailable, the [CSWE director of accreditation operations](#) or [CSWE executive director of accreditation](#) may be contacted.
2. The party (visitor or program) will then notify the other party (visitor or program) via email and telephone.
3. The program, visitor, and CSWE accreditation staff must communicate to determine the best course of action. Due to complexity in scheduling visits, cancellations and delays will be avoided whenever possible, however the candidacy timetable may be impacted. Possible outcomes include but are not limited to:
  - Change the format of the visit to be virtual on the same day
  - Delay visit
  - Reschedule visit with same visitor for a later date
  - Reschedule visit with an alternate visitor for the original date
  - Reschedule visit with an alternate visitor for a later date

If CSWE is unavailable and/or the emergency occurs outside of business hours, the program/visitor may make an informed decision and report the course of action immediately to the CSWE accreditation staff. These occurrences will be handled on an individual basis. Examples of these emergencies include inclement weather conditions, natural or manmade disasters. If necessary, visitors may book travel and accommodations and will be reimbursed by CSWE, and the program may be invoiced upon submission of details of extenuating circumstances and submission of receipts. Coach fare and basic accommodations are expected.

## **5.10 Candidacy Visit 1, 2, & 3 Reports**

Within 2-weeks of the conclusion of the candidacy visit, the Board of Accreditation (BOA) member completes the [Candidacy Visit Report](#) to provide the BOA readers with a summary of the visitor's findings gathered from reviewing the benchmark document and discussions with program stakeholders regarding specific accreditation standards. A copy of the visit schedule is also included. Visitors do not include excerpts nor submit any program provided materials within their report. Visitors do not refer to the benchmark documents.

Candidacy visit reports are reviewed by the program's CSWE accreditation specialist, who may accept the report or request the visitor revise and resubmit to provide clarifying information.

Failure to submit the report may impact the program’s candidacy timetable and result in volunteer remediation or the BOA member being removed from service.

### 5.11 Program Response to the Candidacy Visit 1, 2, & 3 Reports

Once the *Candidacy Visit Report* is accepted by the program’s CSWE accreditation specialist, instructions are provided to the program to compose a *Program Response to the Candidacy Visit Report*, due within 2-weeks of receiving the report from the specialist.

The *Program Response* is the program’s final opportunity to evidence complete and comprehensive compliance with the Educational Policy and Accreditation Standards (EPAS) by submitting narrative responses and supporting documentation to respond to all standards discussed during the candidacy visit and identified in the *Candidacy Visit Report*. Programs must submit any materials provided to the Board of Accreditation visitor within their response. Programs do not refer to the benchmark documents and must provide additional information to clarify the citations identified by the BOA visitor.

In addition to documenting full evidence of compliance, the program may state whether it agrees or disagrees with candidacy visit findings and correct any errors of fact. Disagreements with the *Candidacy Visit Report* must be stated clearly, and additional documentation provided as necessary.

### 5.12 BOA Benchmark 1 Decisions

The Board of Accreditation (BOA) reviews the following to issue a Benchmark 1 decision:

- *Benchmark 1 Documents Volumes 1-3*
- *Candidacy Visit Report*
- *Program Response to the Candidacy Visit Report*

The BOA takes one of the following actions:

<b>Decision Types for Benchmark 1</b>	
Grant Candidacy Status	The BOA finds that the program is compliant with Benchmark 1 approval standards and grants the program candidacy status. The BOA decision letter instructs the program to prepare Benchmark 2 in preparation for its Candidacy Visit 2. Upon receipt of the visit assignment confirmation, the program contacts the visitor to arrange the visit.
Defer a Decision on Candidacy Status to the Next Meeting and Request Clarifying Information	The BOA decides to defer a decision when the program’s documentation is insufficient to make a decision. A deferral is for one meeting only. Before the next BOA meeting the program is expected to submit the

<b>Decision Types for Benchmark 1</b>	
	documentation or clarification necessary for the BOA to make a decision. In extenuating circumstances, and at the BOA's discretion, the BOA may grant two deferrals at each benchmark.
Deny Candidacy Status	A program is denied candidacy if the BOA finds the program's Benchmark 1 to be inadequate. The program has two options in response to the decision: (1) to accept the decision and apply for candidacy (2) to appeal by requesting a reconsideration of the decision. The program must notify their accreditation specialist in writing which option it intends to pursue. If the program accepts the decision, it may apply for candidacy no earlier than the second BOA meeting following the one at which the BOA made its decision.

**5.13 BOA Benchmark 2 Decisions**

The Board of Accreditation (BOA) reviews the following to issue a Benchmark 2 decision:

- *Benchmark 2 Documents Volumes 1-3*
- *Candidacy Visit Report*
- *Program Response to the Candidacy Visit Report*

The BOA takes one of the following actions:

<b>Decision Types for Benchmark 2</b>	
Grant a Second Year of Candidacy Status	The BOA finds that the program is compliant with Benchmark 2 approval standards and grants the program a second year of candidacy status. The BOA decision letter instructs the program to prepare Benchmark 3/Initial Accreditation in preparation for its Candidacy Visit 3. Upon receipt of the visit assignment confirmation, the program contacts the visitor to arrange the visit.
Defer a Decision on a Second Year of Candidacy Status to the Next Meeting and Request Clarifying Information	The BOA decides to defer a decision when the program's documentation is insufficient to make a decision. A deferral is for one meeting only. Before the next BOA meeting the program is expected to submit the documentation or clarification necessary for the BOA to make a decision. In extenuating

<b>Decision Types for Benchmark 2</b>	
	circumstances, and at the BOA's discretion, the BOA may grant two deferrals at each benchmark.
Remove From Candidacy Status	A program is removed from candidacy status if the BOA finds the program's Benchmark 2 to be inadequate. The program has two options in response to the decision: (1) to accept the decision and apply for candidacy (2) to appeal by requesting a reconsideration of the decision. The program must notify their accreditation specialist in writing which option it intends to pursue. If the program accepts the decision, it may apply for candidacy no earlier than the second BOA meeting following the one at which the BOA made its decision.

**5.14 BOA Benchmark 3/Initial Accreditation Decisions**

**Benchmark 3/Initial Accreditation Decisions**

The Board of Accreditation (BOA) reviews the following to issue a Benchmark 3/Initial Accreditation decision:

- *Benchmark 3 Documents/Initial Accreditation Self-study Volumes 1-3*
- *Candidacy Visit Report*
- *Program Response to the Candidacy Visit Report*

The BOA takes one of the following actions:

<b>Decision Types for Benchmark 3/Initial Accreditation</b>	
Grant Initial Accreditation for 8 Years	The BOA finds the program compliant with all accreditation standards and grants accreditation for 8-years.
Grant Initial Accreditation for 8 Years with a Progress Report to be Reviewed by the Program's Accreditation Specialist	The BOA finds the program compliant with all accreditation standards but identifies one or more areas of concern that must be addressed in a progress report. The BOA's letter identifies specific areas of concern and a due date for the progress report.
Grant Initial Accreditation for 8 Years with a Progress Report to be Reviewed by the BOA	The BOA finds the program compliant with all accreditation standards but identifies one or more areas of concern that must be addressed in a progress report. The BOA's

<b>Decision Types for Benchmark 3/Initial Accreditation</b>	
	letter identifies specific areas of concern and a due date for the progress report.
Defer a Decision on Initial Accreditation to the Next Meeting and Request Clarifying Information	The BOA decides to defer a decision when the program’s documentation is insufficient to make a decision. A deferral is for one meeting only. Before the next BOA meeting the program is expected to submit the documentation or clarification necessary for the BOA to make a decision. In extenuating circumstances, and at the BOA's discretion, the BOA may grant two deferrals at each benchmark.
Order an Additional Year of Candidacy	The BOA finds that the program’s Initial Accreditation Self-study needs further development and needs an additional year. The program revises its Initial Accreditation Self-study and prepares for an additional candidacy visit.
Deny Initial Accreditation	The BOA determines that the program is noncompliant with one or accreditation standards. The BOA’s letter identifies specific areas of noncompliance. The program has two options in response to the decision: (1) to accept the decision and apply for candidacy (2) to appeal by requesting a reconsideration of the decision. The program must notify their accreditation specialist in writing which option it intends to pursue. If the program accepts the decision, it may apply for candidacy no earlier than the second BOA meeting following the one at which the BOA made its decision.

**First Progress Report Decisions**

The BOA reviews the following to issue a first progress report decision:

- BOA decision letter requesting the *Progress Report*
- Program submitted *Progress Report*

The BOA takes one of the following actions:

<b>Decision Types for First Progress Report Decisions</b>	
Accept the First Progress Report	All of the areas of concern were addressed in the progress report, and no further action is required by the program.
Request a Second Progress Report to be Reviewed by the Program’s Accreditation Specialist	The BOA finds that one or more of the concerns in the first progress report are still areas of concern and requests a second progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Request a Second Progress Report to be Reviewed by the BOA	The BOA finds that one or more of the concerns in the first progress report are still areas of concern and requests a second progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA can order a modified site visit to collect more information. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.
Accept the Program Response to the Modified Site Visit Report	All areas of concern were addressed in the program response, and no further action by the program is required.
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. The BOA’s letter identifies specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation



<b>Decision Types for First Progress Report Decisions</b>	
	specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**Second Progress Report Decisions**

The BOA reviews the following to issue a second progress report decision:

- BOA decision letter requesting the *Progress Report*
- Program submitted *Progress Report*

The BOA takes one of the following actions:

<b>Decision Types for Second Progress Report Decisions</b>	
Accept the Second Progress Report	All of the areas of concern were addressed in the progress report, and no further action is required by the program.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA can order a modified site visit to collect more information. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.
Accept the Program Response to the Modified Site Visit Report	All areas of concern were addressed in the program response, and no further action by the program is required.
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. The BOA’s letter identifies specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .

<b>Decision Types for Second Progress Report Decisions</b>	
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**Restoration Report Decisions**

The BOA reviews the following to issue a restoration report decision:

- BOA decision letter placing the program on conditional accredited status and requesting the *Restoration Report*
- Program submitted *Restoration Report*
- BOA may access and review all previously submitted materials

The BOA takes one of the following actions:

<b>Decision Types for Restoration Report Decisions</b>	
Restore Accredited Status	The BOA review of the program’s <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> finds that the program has taken corrective action and is compliant with all accreditation standards. No further action is required.
Restore Accredited Status and Request a Progress Report to be Reviewed by the Program’s Accreditation Specialist	The BOA finds that one or more areas of the <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> are areas of concern and requests a progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Restore Accredited Status and Request a Progress Report to be Reviewed by the BOA	The BOA finds that one or more areas of the <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> are areas of

<b>Decision Types for Restoration Report Decisions</b>	
	concern and requests a progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	A modified site visit is ordered when the <i>Restoration Report</i> fails to clarify program compliance. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit. After its review, the BOA either restores accredited status or initiates withdrawal of accredited status.
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

## 6. Reaffirmation

### 6.1 Understanding Reaffirmation of Accreditation

After receipt of initial accreditation, accredited status is reviewed for reaffirmation every 8-years. Co-located programs, institutions with both accredited baccalaureate and master's social work programs, are accredited separately. Each program level must complete separate reaffirmation processes, including submitting separate documents.

Programs usually complete the reaffirmation process in 1-year. The steps in the reaffirmation process are as follows:

1. Program completes and submits a *Site Visit Planning Form*.
2. Program completes and submits the *Reaffirmation Eligibility Application*.
3. Program writes and submits the *Self-study*.
4. BOA issues the *Letter of Instruction (LOI)* to the site visitor.
5. Program and site visitor prepare logistics and accommodations for the visit.
6. Program ensures all reaffirmation-related fees are paid.
7. Program hosts the site visit.
8. Visitor prepares and submits the *Site Visit Report*.
9. Program crafts a formal written response to the *Site Visit Report*.
10. BOA reviews the *LOI*, *Site Visit Report*, and *Program Response* to issue a [reaffirmation determination](#).

Resources, timetables, forms, samples, and accreditation fees associated with each reaffirmation, are located on the [CSWE website](#).

### 6.2 Reaffirmation Timetable

The reaffirmation process is program-driven, and reminders/prompts are not provided. Therefore, programs may download a [copy of their reaffirmation timetable](#), a tool to assist your program in tracking due dates, accreditation fees, materials, activities, and formatting/submission requirements for each step of the reaffirmation process.

Timetables are based on the Board of Accreditation's (BOA) meeting schedule. The accrediting body meets three times annually: February, June, and October.

To select the correct timetable, programs must identify their next reaffirmation date. This date can be identified in the following ways:

1. Listed in the [Directory of Accredited Programs](#) in the "Next Accreditation Review" date field.
2. Stated in the program's last decision letter issued by the BOA.
3. Primary contacts may contact the program's CSWE accreditation specialist to verify. Per policy [4.1 Primary Contact & Accreditation Communications](#), the program's primary

contact is selected by each program and identified in the [Directory of Accredited Programs](#). Primary contacts may email [accreditation@cswe.org](mailto:accreditation@cswe.org) to request contact information for their program's CSWE accreditation specialist.

After identifying the program's next reaffirmation date, [download a pre-filled timetable or complete a blank timetable](#). To complete a blank timetable, select the corresponding February, June, or October timetable. Navigate to the final row of the timetable and insert the reaffirmation date in the middle column of the row titled "BOA Review for Reaffirmation Determination." This is the date when the BOA will decide whether the program is compliant with the Educational Policy and Accreditation Standards (EPAS) and accreditation should be reaffirmed. From the final row, work backwards to the top of the document filling in the relevant year for each step of the reaffirmation process.

Request a pre-filled timetable or direct questions to the program's CSWE accreditation specialist.

### 6.3 Reaffirmation Eligibility Application

The *Reaffirmation Eligibility Application* requires social work programs and their host institutions to meet specific standards to be eligible for reaffirmation of accreditation. The application evaluates the institution's ability to support and sustain an accredited social work program.

Applications are reviewed by the program's CSWE accreditation specialist, who may approve the application, request the program revise and resubmit to provide clarifying information, or refer the application to the Board of Accreditation for review. CSWE reserves the right to decline consideration of any application that does not meet the eligibility criteria.

### 6.4 Self-study

#### **Purpose of the Self-study**

The *Self-study* process requires programs to self-examine and conduct a study of how the program complies with the Educational Policy and Accreditation Standards (EPAS). The resulting self-study document compiles narrative and supporting documentation to evidence compliance.

Self-studies are typically written by teams of program faculty and staff, with the self-examination process beginning approximately 1-year prior to the submission of the self-study.

The self-study is composed of three (3) volumes:

4. **Volume 1:** Narrative response and all relevant supporting documentation for compliance with all accreditation standards. Templates are available for this volume.
5. **Volume 2:** Syllabi for all required courses featured on each curriculum matrix to provide evidence that competency-based course content meets accreditation standards.

6. **Volume 3:** Student Handbook and Field Education Manual only. No additional materials shall be submitted in this volume.

## 6.5 Letter of Instruction (LOI)

The Board of Accreditation (BOA) reviews the program’s self-study before the site visit and issues a *Letter of Instruction* (LOI) to the site visitor. The program’s primary contact also receives a copy of the LOI, which specifies general and specific accreditation standards that the visitor must gather and summarize information from the program via discussion with program stakeholders. Therefore, the site visit is guided by the BOA’s preliminary review of the self-study and clarifying information is requested.

The BOA takes one of the following actions after reviewing the program’s self-study:

<b>Types of LOIs</b>
Issue a <i>Letter of Instruction</i> with general questions only.
Issue a <i>Letter of Instruction</i> with general and specific questions.

A BOA-issued LOI is sent within 30-days following the BOA meeting at which the LOI is issued.

## 6.6 Site Visit

### Overview of the Site Visit

Site visits are an integral step of the reaffirmation process. During the site visit, programs host a site visitor and clarify outstanding questions from the CSWE Board of Accreditation (BOA). Site visitors operate under the authority of the CSWE-BOA and visit accredited social work programs to gather information related to the Educational Policy and Accreditation Standards (EPAS) based on questions provided by the BOA.

Prior to the site visit, the BOA reviews the program’s self-study and sends a Letter of Instruction (LOI) to the site visitor specifying the accreditation standard(s) the visitor will discuss with the program. This ensures the visit is focused and guided by the initial BOA review and subsequent questions.

Following the visit, site visitors submit a comprehensive, objective, and thorough report of their findings, to which the program provides a response. The LOI, *Site Visit Report*, and *Program Response to the Site Visit Report* inform the BOA’s final reaffirmation decision.

### Site Visitor Appointment

#### *Site Visitor Eligibility*

To apply, an applicant must:

- be a full- or part-time social work faculty member at a CSWE-accredited or candidate social work program;
- be an active CSWE member (included with program membership);
- possess at least 3-years of teaching experience in a CSWE-accredited social work program; and
- be willing to conduct at minimum one (1) site visit every two (2) academic years.

### *Application*

Eligible applicants interested in becoming a certified site visitor must complete the site visitor application during the application window.

Each year, a call for volunteers is announced by CSWE and applications open in April for approximately 1-month.

Within the application, individuals will:

- respond to a brief set of questions (including a statement of interest);
- upload their CV; and
- upload a letter of support from the program's chief administrator (e.g., dean, chair) documenting support of the time necessary to devote to site visitor trainings and commitments
  - If an individual completing the application is the program's chief administrator, a letter of support must be provided from an institutional administrator (e.g., provost).
  - The letter demonstrates the program's support for the individual applying, especially for the time commitment needed for site visitor training, preparing for visits, and conducting visits.

### *Application Review and Selection*

CSWE accreditation staff evaluate applications via a multi-stage review based on applicant qualifications and to ensure a diverse and well-rounded site visitor pool. During the review and selection process, staff considerations include, but are not limited to the letter of support, statement of interest, number of visits in the upcoming reaffirmation cycle(s), geographic diversity, institutional auspice (e.g., minority-serving institution, research/teaching focus), social work program options, size, and program foci).

### *Appointment*

Site visitors are appointed to a 3-year term of service, with the option to renew their appointment at the expiration of the term.

Site visitors are expected to conduct at minimum one (1) site visit every two (2) academic years, however, many site visitors conduct 1-2 visits per year based on need and availability.

A site visitor may be appointed if they plan to retire within their term of service, as long as the applicant meets eligibility requirements at the time of application.

### *Training*

Once appointed, site visitors are required to participate in site visitor training before being certified. Periodic training may be required of site visitors to remain current on the EPAS, BOA interpretations, and/or site visit operations.

If a site visitor has not visited a program for 2-years, the visitor will need to be retrained before being assigned a visit.

### *Recognition*

Certified site visitors receive a certificate after completion of training. Site visitors also receive letters of recognition each year they conduct a visit and at the conclusion of service.

### *Conclusion of Service*

#### *Planned Conclusion*

A certified site visitor's service ends at the conclusion of their appointment term (3-years), unless the individuals reapply for another 3-year term. For example, if a site visitor is appointed July 1, 2023 – June 30, 2026, and would like to continue their service, they must reapply when the application window opens in spring 2026.

If a site visitor would like to take a break from volunteering as a site visitor at the completion of their appointment term, the site visitor is able to reapply at the next available application cycle.

A site visitor who has retired since their term ended no longer meets the eligibility criteria to be a certified site visitor.

#### *Unplanned Conclusion*

When a site visitor chooses to end their service before the completion of their appointment term, the volunteer must inform the [CSWE accreditation volunteer coordinator](#). The individual can reapply when the next application cycle opens if desired.

The CSWE executive director of accreditation and CSWE director of accreditation operations have the right to remove site visitors from service based on violations of site visit conduct, integrity, or performance.

### **Site Visitor Ethical and Behavioral Expectations**

Site visitors operate under the authority of the CSWE-BOA and are required to serve under a code of conduct that includes ethical and behavioral expectations.



Upon accepting the site visitor term of service each site visitor is required to attest to and abide by the *Site Visitor Ethical and Behavioral Guidelines* to ensure that the duties of the site visitor are carried out fairly, impartially, confidentially, and responsibly by avoiding actual or apparent conflicts of interest and other improprieties. Adherence to these guidelines is essential to maintaining and preserving the integrity and effectiveness of the accreditation process.

Conversations and meetings that take place during the site visit must be pertinent to the general questions and specific standards cited by the BOA in the LOI and must not deviate from these areas. The role of the site visitor is an objective gatherer of information, and the site visitor must stay within the boundaries of this role.

Site visitors do not provide developmental guidance, feedback, nor direction and cannot determine compliance with the EPAS. Compliance judgments and decision-making is solely within the authority and jurisdiction of the BOA.

**Electronic Attestation Form:** [\*Site Visitor Ethical and Behavioral Guidelines\*](#)

### ***Site Visitor Ethical and Behavioral Guidelines***

These criteria are intended to provide guidelines that bring about credibility and objectivity in accreditation processes and CSWE- BOA actions. Site visitors are required to affirm the *Site Visitor's Ethical and Behavioral Guidelines* to ensure duties are carried out confidentially, fairly, impartially, and responsibly by avoiding actual or apparent conflicts of interest and other improprieties. Adherence to these guidelines is essential to maintaining and preserving the integrity and effectiveness of the accreditation process.

When reviewing site visit assignments good and careful judgment must prevail after examining the assignment for potential conflicts of interest per policy [3.10 Conflicts of Interest for Accreditation Volunteers](#). Possible conflicts and other ethical issues are not always clear-cut or easy to define. As such, the site visitor is to avoid assignments that would provoke questions about objectivity and integrity. These criteria are intended to provide guidelines that bring about credibility and objectivity in BOA actions.

Site visitors are reminded that individual and collective liability is possible if CSWE-BOA, or representing entities, violate its own operating principles.

### **Pledge:**

- I will only accept visit assignments for which I have no conflict of interest or appearance of a conflict per policy [3.10 Conflicts of Interest for Accreditation Volunteers](#).
- I will maintain confidentiality in all aspects of the site visit, including confidentiality of and all accreditation materials related to the visit. I will not disclose programmatic or institutional information, oral or written to others, that was garnered in the accreditation process or discussions relative to site visit.

- I will only consider information presented by the program in its self-study or disclosed by the program.
- I will refer program complaints from individual faculty members or students to CSWE accreditation staff.
- I will only meet with parties approved by the program's primary contact.
- I will not make offensive, insensitive, or damaging comments before, during, or after the visit concludes.
- I will not recruit faculty, students, or a job for myself.
- I will not suggest nor advocate for the use of particular content, theories, literature, or practice models.
- I will not make value judgments about resources, facilities, or faculty credentials.
- I will not criticize procedures or strategy in achieving compliance with accreditation standards.
- I will not accept non-visit related social invitations.
- I will not accept gifts from the program.
- I will submit site visit reports that are impartial, written in my own words, and specific to the program visited.
- I will submit the site visit report to CSWE by the required deadline.
- Upon the conclusion of the visit, I will:
  - no longer communicate with the program unless for reimbursement purposes
  - destroy/delete all program documents.

***Reporting Ethical or Behavioral Violations***

Programs that have experienced a site visitor that violated ethical or behavioral guidelines before, during, or after the site visit are encouraged to report such violations to the [CSWE accreditation volunteer coordinator](#). If the volunteer coordinator is unavailable, the CSWE director of accreditation operations or CSWE executive director of accreditation may be contacted.

Such reports will not affect the program’s reaffirmation determination, and if possible, will be used to assist in the site visitor’s professional growth. Each report is handled with care and on a case-by-case basis, with the utmost respect and integrity. Depending on the situation, site visitors may be contacted to discuss a remediation plan or may be removed from site visitor service.

**Site Visit Matching and Assignments**

***Overview***

Site visits are scheduled based on the BOA meeting agenda for which a program will be reviewed for a reaffirmation determination. The *Site Visit Planning Form*, assignment, and site visit occur in the months prior to this BOA meeting:

<b>BOA Agenda for a Decision</b>	<b>Site Visit Planning Form Due</b>	<b>Assignment Occurs</b>	<b>Visit Occurs</b>
----------------------------------	-------------------------------------	--------------------------	---------------------

February	February 1 <i>12 months in advance of reaffirmation determination</i>	No later than April 1 <i>10 months in advance of reaffirmation determination</i>	September 15 - October 15
June	June 1 <i>12 months in advance of reaffirmation determination</i>	No later than August 1 <i>10 months in advance of reaffirmation determination</i>	January 15 - February 15
October	October 1 <i>12 months in advance of reaffirmation determination</i>	No later than December 1 <i>10 months in advance of reaffirmation determination</i>	March 15 - April 15

***Program Availability***

Programs submit the electronic *Site Visit Planning Form* applicable to the program’s agenda date found on the [reaffirmation process webpage](#) approximately 1-year prior to the program’s reaffirmation date.

The program specifies information related to the site visit logistics, including three (3) separate dates for the site visit. Programs list the date they would like the visit to take place. For most in-person visits the day before and day after the visit are travel days for the site visitor and the primary contact must be available for assistance with logistics coordination. The dates must be discussed and cleared by the president/chancellor of the institution, and any other necessary parties, before they are submitted. The dates must be kept open until the site visitor(s) and the date of the visit have been confirmed by CSWE. The form assists the [CSWE accreditation volunteer coordinator](#) in scheduling the program’s visit and assigning an appropriate site visitor.

***Site Visitor Availability***

Site visitors also complete a site visit availability form each spring, fall, and winter to determine the dates and format(s) in which the site visitor is available. The form is emailed directly to each visitor by the [CSWE accreditation volunteer coordinator](#) and assists in assigning the site visitor to a program that fits their schedule.

Site visitors experiencing a change in employment that impacts one’s ability to serve as a site visitor must notify the [CSWE accreditation volunteer coordinator](#) within 30-days. Additional information may be requested, including, but not limited to a letter of support and updated contact information.

### *Length of Visit*

Most site visits are conducted in 1-day, and if conducted virtually, visits are permitted to take place over two (2) half-days. This includes programs that have both baccalaureate and master's programs occurring simultaneously, as many meetings can be shared by both visitors. However, an extra half day may be necessary for any visit type, depending on the complexity of the program. This can be requested when the *Site Visit Planning Form* is submitted or requested by the program/site visitor once the LOI is received by the program/site visitor. The CSWE-BOA reserves the right to extend visits, as needed, based on content of the LOI.

### *Visit Format*

The reaffirmation site visit is to be conducted in-person for all programs, except for online-only programs, as defined in policy [4.9 Program Changes](#). Online-only programs may request an in-person visit via the *Site Visit Planning Form*. Expectations are consistent for both in-person and virtual visit formats.

### *Number of Visitors*

One site visitor is assigned to each program level (i.e., baccalaureate, master's). If the program has both baccalaureate and master's programs under review at the same time and the visits are on the same day the other program level site visitor is included on the LOI notification for informational and planning purposes only. To optimize resources, both site visitors may attend relevant meetings together at the program's discretion and depending on the contents of LOI.

### *Matching and Assignments*

CSWE staff match programs and site visitors based on availability. Site visitors and programs are asked to identify any conflicts of interest per the policy [3.10 Conflicts of Interest for Accreditation Volunteers](#). Programs may only deny specific site visitors on the basis of a conflict of interest and are unable to deny a site visitor based on visitor experience at the program level; visitor area of expertise; institutional or programmatic religious affiliation, size, or administrative structure; program option(s) or delivery method(s); or other similar criteria. Due to ethical and administrative constraints, CSWE will not honor special requests with respect to preferences or choice related to the assignment of site visitor(s).

### *Notification*

Once visit assignments are finalized, the [CSWE accreditation volunteer coordinator](#) emails the assignments to the institution's president/chancellor, the primary contact for the program, the site visitor(s), and the program's CSWE accreditation specialist.

### **Site Visit Planning**

#### *Initial Contact and Individual Accommodations*

No less than 60-days before the visit, the program's primary contact is responsible for initiating contact with the site visitor to begin planning the visit, including travel plans and initial schedule setting. In the initial contact, the program is expected to inquire about any accommodations the visitor may need during travel or the visit (e.g., mobility, communication).

If the program's primary contact has not made contact with the visitor by this time, the visitor is asked to notify the [CSWE accreditation volunteer coordinator](#) for assistance.

### *Communication Guidelines*

Advanced preparation for site visits is essential and involves close collaboration among CSWE accreditation staff, site visitors, and programs. All planning and communication regarding the site visit occur through the program's primary contact on record with CSWE.

Faculty members, students, or others cannot communicate with the site visitors before arrival on campus nor until the allotted time in the site visit schedule. Constituent groups desiring to meet with site visitors request a meeting through the program's director to arrange time on the site visit schedule. It is inappropriate for site visitors to receive anonymous documents, telephone calls, or other similar information before, during, or after the visit. Site visitors are instructed to discuss any such incidents with the program's primary contact and to refuse written or verbal information that cannot be shared openly.

### *Content Preparation*

No less than 30-days before the visit, the program emails the program's self-study to the site visitor for their review and the program's accreditation specialist emails the LOI to both the visitor and program.

The program prepares for the visit by considering how it might respond to the questions raised in the letter during the site visit. The BOA does not expect the program to take formal action on the LOI nor submit a response to the site visitor before the site visit.

The site visitor reviews the self-study in its entirety prior to the visit, however only standards itemized in the LOI may be discussed onsite with the program. Information beyond the boundaries of the LOI cannot be discussed, requested, nor reported. Visitors must use the required site visit report template provided with the LOI. Site visitors may not request a written program response in advance of the site visit.

### *Site Visit Schedule*

No less than 1-week prior to the visit, the program's primary contact and site visitor jointly finalize the site visit schedule.

With the LOI as a guide, the schedule is to include:

- Specific days and times, including time zones

- Locations and/or meeting links
- Breaks
- Mealtimes
- Independent workspace for the visitor
- Exit interview with the program director and primary contact (if different).
- With whom the visitors will meet:
  - Required:
    - President/Chancellor (or Designee)
    - Primary Contact
    - Program Director (if different than primary contact)
    - Field Education Director
    - Faculty
    - Students
  - Optional:
    - Field Instructors
    - Community Advisory Board (if applicable)
    - Deans or other program administrators
    - Other stakeholders specific to the program's context

A sample site visit schedule is located on the [site visit information webpage](#).

### ***Programs with More Than One Program Option***

All full-time faculty responsible for program delivery are to be included in the site visit, when possible, inclusive of all program options. It is at the discretion of the program to include other representatives or stakeholders from each program option in the reaffirmation site visit. These representatives/stakeholders may be included in a face-to-face capacity (for in-person visits) or virtually (for either visit format type), but site visitors are not expected to visit all physical program options. The CSWE-BOA reserves the right to request visits to specific program options, as needed, based on content of the LOI.

### ***Social Events***

Required social events or mandatory meals with program representatives are not acceptable. Visitors are not to accept non-visit related social invitations.

### ***Logistics***

No less than 30-days before the visit, the program's primary contact confirms visit arrangements such as travel plans, hotel accommodations, and workspace requirements in the hotel and on campus (for in-person visits) with the visitor. The program confirms all arrangements with the site visitor via email and the primary contact is copied on all communications, if another program representative is coordinating logistics.

Programs are to accommodate site visitor travel the day before and the day after the visit (unless earlier departure is requested by the visitor after the visit concludes).

### ***Air Travel***

Programs are required to provide prepaid coach fare airline tickets to site visitors and are to consult with the site visitor about the most convenient airport, airline carrier, and flight times. Purchasing refundable tickets and/or travel insurance is highly recommended, as unforeseen circumstances such as illness, weather, etc. may occur. The program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

### ***Hotel***

Site visitors are to be housed in hotels, not in dormitories or other campus housing. Programs are required to coordinate hotel accommodations and arrange for the hotel to bill the program for site visitor expenses at the hotel, except for personal incidentals. Hotel accommodations are required to include a workspace. Purchasing refundable rooms is highly recommended, as unforeseen circumstances such as illness, weather, etc. may occur. The program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

### ***Ground Transportation***

Programs are required to provide ground transportation for the site visitor, including to and from the airport, to and from the hotel to campus, and any other required travel for the visit. Programs provide transportation in the form of a car or shuttle, taxi/rideshare, or rental car. Ground transportation may be out-of-pocket expenses for the site visitor, however programs must make every effort to cover such costs upfront, if possible. Programs are to ensure the site visitor is comfortable with paying such expenses out-of-pocket prior to finalizing plans. Programs must inform the site visitors how reimbursement for these expenses will be managed if the visitor agrees to pay out-of-pocket.

### ***Meals***

Meals not taken at the hotel or during the visit are likely to be out-of-pocket expenses for the site visitors. Programs must inform the site visitors how reimbursement for these expenses will be managed if the visitor agrees to pay out-of-pocket.

Review the [Payment of Expenses](#) section below for more information.

### **The Site Visit**

During the site visit, program stakeholders and site visitors meet to discuss general questions. Beyond the general questions, site visitors ask programs to address specific questions raised by the BOA. The program then provides information via verbal discussion to the site visitor that clarifies, corrects, and/or supplements those parts of the self-study identified in the LOI in which the BOA had questions.

### *Site Visitor(s) Arrival (for in-person visits)*

During the first evening site visitors generally work alone to prepare for the visit. Program directors may meet with site visitors to extend a brief welcome, explain the itinerary, answer any questions, and outline the arrangements to escort them to the campus. Required social events or mandatory meals with the program representatives are not acceptable. If the program decides to offer such events, it is within the visitor's purview to accept or decline the invitation. Additionally, these events cannot not be offered during typical work or preparation time for the visitor.

### *Meeting with the Institutional Administrators*

The BOA expects the visit to begin with the institution's president/chancellor and any other institutional administrators at the program's discretion. The primary contact/program director introduces the visitor to the institutional administrator and after introductions, permit the visitor to meet alone with the president/chancellor or their designee. The meeting is typically about 30-minutes.

The purpose of this meeting is to explain the accreditation process, learn about the role and place of the program within the institution's system, answer any questions the administrator may have, and to collect any information related to the LOI. When it is not possible to meet with the institution's president/chancellor, it is acceptable that the site visitor meets with a designee as determined by the institution. CSWE trusts programs to make this decision and does not approve of the designee prior to the visit.

### *Meetings with the Social Work Program and Stakeholders*

The site visitor will also meet with the program director, the field education director, faculty members, students, and any other individuals whose presence may be relevant (e.g., field instructors, librarian, community advisory boards, alumni, staff) to address the issues raised in the LOI. The purpose of these meetings is for the visitor and program to discuss stakeholder experiences of the program, as well as any strengths, concerns, and gather information based on the instructions given in the LOI.

**Faculty:** All full-time faculty responsible for program delivery are to be included in the site visit, when possible, inclusive of all program options. Part-time faculty and staff may be included at the program's discretion unless otherwise requested in the BOA-issued LOI. The primary contact/program director/program representatives do not attend meetings with the program faculty; however, program representatives may propose being present based on their unique context/culture.

**Students:** The primary contact/program director/program representatives do not attend meetings with the students; however, program representatives may propose being present based on their unique context/culture. The BOA does not require or recommend dismissing classes during the



site visit. It is advised that the schedule be planned to permit participation by all constituents without disrupting the academic schedule.

### *Exit Meeting*

Site visitors hold an exit meeting with the primary contact and program director (if different) to convey the findings for inclusion in the site visit report. The program will determine if additional constituents (e.g., administration, faculty) will be present. The program may ask questions, comment on the findings, or correct any inaccuracies. Site visitors may respond to questions but not make judgments of whether the program is in compliance with EPAS, as that judgment rests with the BOA.

Site visitors must remind programs that the findings, along with the *Program Response to the Site Visit Report*, are reviewed by the BOA before making a decision about compliance. Site visitors explicitly inform the institution and program that the BOA will notify them of its decision about program compliance and concerns.

### *Gifts*

Site visitors are unable to accept gifts.

### *Questions During the Visit*

Questions related to accreditations standards, the LOI, or accreditation policies may be directed to the program's CSWE accreditation specialist.

Questions regarding scheduling, transportation, accommodations, or reimbursement may be directed to the [CSWE accreditation volunteer coordinator](#).

### **After the Site Visit**

After the conclusion of the site visit, contact between the program and site visitor ceases, with the exception of any travel or reimbursement inquiries. The site visitor does not provide a copy of the *Site Visit Report* to the program and the program does not provide a copy of its response to the visitor. If the program has additional questions or comments after the visit, the program contacts the appropriate CSWE accreditation staff member.

### *Payment of Expenses*

It is the program's responsibility to ensure all possible costs for the site visitor are covered by the program prior to the visit, inclusive of travel days and the visit day(s). Site visitors are volunteers, not contractors or employees of the program, institution, or CSWE. Therefore, site visitors are not expected to provide the program with an IRS Form W-9, personal service agreements, or similar contracts requested by the program/institution, as they are not vendors or service providers. If this is requested by the program, the site visitor is asked to contact the [CSWE accreditation volunteer coordinator](#) for support. Should a site visitor choose to enter into

a contract or similar agreement with the program, CSWE is not responsible for the content or the program's adherence to the agreement. Programs are encouraged to use established vendors within their institution that can then bill the program. Another option is to provide the visitor with petty cash onsite for expenses. Failure to adhere to this policy may result in the inability to proceed in the reaffirmation process.

Within 30-days of the site visitor submitting reimbursement materials, the program will either have reimbursed the site visitor for any out-of-pocket expenses or provide an update to the visitor on an estimated payment date.

If the site visitor or program have any questions about payment of expenses for the site visit, please contact the [CSWE accreditation volunteer coordinator](#).

### ***Site Visit Report***

Within 2-weeks of the site visit, the visitor submits the completed report template via email to the program's CSWE accreditation specialist. Report content is written in the visitor's own words and reflects objective and factual findings collected via discussion with program stakeholders. The report cannot refer BOA readers to the program's self-study or supplemental materials provided onsite, nor does the visitor include copied/pasted narrative or excerpts from program documents. The visitor does not include materials provided by the program in the report; the program will provide this information in their *Program Response to the Site Visit Report*.

The visitor deletes/destroys the program's documents upon confirmation of acceptance of the report by the program's CSWE accreditation specialist.

Should a site visitor need time beyond the 2-weeks to complete the visit report, the site visitor must proactively communicate with the program's CSWE accreditation specialist to inform of them of the delay and request an extension. The length of the extension is granted on a case-by-case basis, as CSWE recognizes that emergencies and unforeseen circumstances occur.

### ***Site Visit Report Violations***

Should the site visitor fail to produce a report without communicating with the program's CSWE accreditation specialist within 5-business days of the *Site Visit Report* due date, or there are serious concerns with submitted report, the site visitor will be contacted to discuss a remediation plan. The CSWE executive director of accreditation and CSWE director of accreditation operations have the right to remove site visitors from service based on violations of site visit conduct, integrity, or performance.

### ***Program Response to the Site Visit Report***

Within 2-weeks of receiving the site visit report, the program is required to submit a *Program Response to the Site Visit Report* via email to the program's CSWE accreditation specialist. Any materials submitted to the site visitor during the visit must be included directly in response to

that standard (not as appendices or separate attachments). If the program reviews any information with the site visitor during the visit, the program must ensure these materials are submitted in the *Program Response to the Site Visit Report*.

The purpose of the *Program Response to the Site Visit Report* is to provide the program an opportunity to correct any errors of fact, clarify information that may have been incorrectly understood by the site visitor(s), and present its final complete response to the questions raised by the BOA in the LOI. Disagreements with the site visit report must be stated clearly, and additional documentation provided if necessary.

The BOA uses the LOI, *Site Visit Report*, and *Program Response to the Site Visit Report* to make a decision on the program's reaffirmation.

### **Site Visit Emergencies**

CSWE recognizes that scheduled visits may need to end early, be delayed, moved virtually, or cancelled due to special circumstances beyond the control of relevant parties. Examples of these special circumstances include inclement weather conditions, natural or manmade disasters, or changes to visitor's or key personnel's schedules due to extenuating circumstance; this list is not exhaustive. Purchasing refundable tickets and/or travel insurance is highly recommended, as the program is responsible for any fees associated with the cancelled, delayed, or if applicable, rescheduled visit.

In these circumstances, CSWE must be consulted to determine the best course of action in an emergency before any changes to the date or the format of the visit are enacted, unless CSWE staff are unavailable.

To inform CSWE accreditation staff of changes to a planned visit:

4. The party (visitor or program) must immediately notify the [CSWE accreditation volunteer coordinator](#) via email or telephone. If the volunteer coordinator is unavailable, the [CSWE director of accreditation operations](#) or [CSWE executive director of accreditation](#) may be contacted.
5. The party (visitor or program) will then notify the other party (visitor or program) via email and telephone.
6. The program, visitor, and CSWE accreditation staff must communicate to determine the best course of action. Due to complexity in scheduling visits, cancellations and delays will be avoided whenever possible, however the reaffirmation timetable may be impacted. Possible outcomes include but are not limited to:
  - Change the format of the visit to be virtual on the same day
  - Delay visit
  - Reschedule visit with same visitor for a later date
  - Reschedule visit with an alternate visitor for the original date
  - Reschedule visit with an alternate visitor for a later date

If CSWE are unavailable and/or the emergency occurs outside of business hours, the program/site visitor may make an informed decision and report the course of action immediately to the CSWE accreditation staff. These occurrences will be handled on an individual basis. Examples of these emergencies include inclement weather conditions, natural or manmade disasters. If necessary, site visitors may book travel and accommodations and will be reimbursed by CSWE, and the program may be invoiced upon submission of details of extenuating circumstances and submission of receipts. Coach fare and basic accommodations are expected.

### ***Volunteer Insurance Policy***

CSWE holds a volunteer insurance policy that may be provided upon request.

## **6.7 Site Visit Report**

Within 2-weeks of the conclusion of the site visit, site visitors complete the [\*Site Visit Report\*](#) to provide the Board of Accreditation with a summary of the visitor's findings gathered from discussions with program stakeholders regarding both general and specific accreditation standards. A copy of the visit schedule is also included. Site visitors do not include excerpts nor submit any program provided materials within their report. Site visitors do not refer to the self-study.

Site visit reports are reviewed by the program's CSWE accreditation specialist, who may accept the report or request the visitor revise and resubmit to provide clarifying information.

Failure to submit the report may impact the program's reaffirmation timetable and result in volunteer remediation or the site visitor being removed from service.

## **6.8 Program Response to the Site Visit Report**

Once the *Site Visit Report* is accepted by the program's CSWE accreditation specialist, instructions are provided to the program to compose a *Program Response to the Site Visit Report*, due within 2-weeks of receiving the report from the specialist.

The *Program Response* is the program's final opportunity to evidence complete and comprehensive compliance with the Educational Policy and Accreditation Standards (EPAS) by submitting narrative responses and supporting documentation to respond to all general and specific standards identified in the *Letter of Instruction* (LOI), discussed during the site visit, and summarized in the *Site Visit Report*. Programs must submit any materials provided to the site visitor within their response. Programs do not refer to the self-study as the Board of Accreditation previously evaluated the self-study to issue the LOI and will not access the self-study to make a final reaffirmation determination.

In addition to documenting full evidence of compliance, the program may state whether it agrees or disagrees with site visit findings and correct any errors of fact. Disagreements with the *Site Visit Report* must be stated clearly, and additional documentation provided as necessary.

## 6.9 BOA Reaffirmation Decisions

### Reaffirmation Determination Decisions

The Board of Accreditation (BOA) reviews the following to issue a reaffirmation determination:

- BOA-issued *Letter of Instruction* (LOI)
- *Site Visit Report*
- *Program Response to the Site Visit Report*

The BOA takes one of the following actions:

<b>Decision Types for Reaffirmation of Accreditation</b>	
Reaffirm Accreditation for 8 Years	The BOA finds the program compliant with all accreditation standards and reaffirms the program's accreditation for 8-years.
Reaffirm Accreditation for 8 Years with a Progress Report to be Reviewed by the Program's Accreditation Specialist	The BOA finds the program compliant with all accreditation standards but identifies one or more areas of concern that must be addressed in a progress report. The BOA's letter identifies specific areas of concern and a due date for the progress report.
Reaffirm Accreditation for 8 Years with a Progress Report to be Reviewed by the BOA	The BOA finds the program compliant with all accreditation standards but identifies one or more areas of concern that must be addressed in a progress report. The BOA's letter identifies specific areas of concern and a due date for the progress report.
Defer a Decision on Reaffirmation to the Next Meeting and Request Clarifying Information	The BOA finds that the program's documentation is insufficient to make a decision, so the program must submit documentation or clarification necessary for the BOA to make a decision at the next meeting. In extenuating circumstances, and at the BOA's discretion, the BOA may grant two deferrals during one reaffirmation review cycle.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA can order a modified site visit to collect more information. A visitor is sent, at the program's expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.

<b>Decision Types for Reaffirmation of Accreditation</b>	
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. The BOA’s letter identifies specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**First Progress Report Decisions**

The BOA reviews the following to issue a first progress report decision:

- BOA decision letter requesting the *Progress Report*
- Program submitted *Progress Report*

The BOA takes one of the following actions:

<b>Decision Types for First Progress Report Decisions</b>	
Accept the First Progress Report	All of the areas of concern were addressed in the progress report, and no further action is required by the program.
Request a Second Progress Report to be Reviewed by the Program’s Accreditation Specialist	The BOA finds that one or more of the concerns in the first progress report are still areas of concern and requests a second

<b>Decision Types for First Progress Report Decisions</b>	
	progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Request a Second Progress Report to be Reviewed by the BOA	The BOA finds that one or more of the concerns in the first progress report are still areas of concern and requests a second progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA can order a modified site visit to collect more information. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.
Accept the Program Response to the Modified Site Visit Report	All areas of concern were addressed in the program response, and no further action by the program is required.
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. The BOA’s letter identifies specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request

<b>Decision Types for First Progress Report Decisions</b>	
	reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**Second Progress Report Decisions**

The BOA reviews the following to issue a second progress report decision:

- BOA decision letter requesting the *Progress Report*
- Program submitted *Progress Report*

The BOA takes one of the following actions:

<b>Decision Types for Second Progress Report Decisions</b>	
Accept the Second Progress Report	All of the areas of concern were addressed in the progress report, and no further action is required by the program.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	If the BOA believes that a program may be noncompliant with one or more accreditation standards, the BOA can order a modified site visit to collect more information. A visitor is sent, at the program’s expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit.
Accept the Program Response to the Modified Site Visit Report	All areas of concern were addressed in the program response, and no further action by the program is required.
Place the Program on Conditional Accredited Status	The BOA finds the program noncompliant with one or more accreditation standards and places it on conditional accredited status if it believes that noncompliance issues can be resolved by the program within 1-year. The BOA’s letter identifies specific areas of noncompliance. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts the BOA’s decision, it submits a <i>Restoration Report</i> .
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific



<b>Decision Types for Second Progress Report Decisions</b>	
	areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.

**Restoration Report Decisions**

The BOA reviews the following to issue a restoration report decision:

- BOA decision letter placing the program on conditional accredited status and requesting the *Restoration Report*
- Program submitted *Restoration Report*
- BOA may access and review all previously submitted materials

The BOA takes one of the following actions:

<b>Decision Types for Restoration Report Decisions</b>	
Restore Accredited Status	The BOA review of the program’s <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> finds that the program has taken corrective action and is compliant with all accreditation standards. No further action is required.
Restore Accredited Status and Request a Progress Report to be Reviewed by the Program’s Accreditation Specialist	The BOA finds that one or more areas of the <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> are areas of concern and requests a progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Restore Accredited Status and Request a Progress Report to be Reviewed by the BOA	The BOA finds that one or more areas of the <i>Restoration Report</i> or <i>Program Response to the Modified Site Visit Report</i> are areas of concern and requests a progress report. The BOA’s letter identifies specific areas of concern and a due date for the progress report.
Order a Modified Site Visit <i>(In-person or Virtual)</i>	A modified site visit is ordered when the <i>Restoration Report</i> fails to clarify program compliance. A visitor is sent, at the program’s

<b>Decision Types for Restoration Report Decisions</b>	
	expense, in-person or virtually, to review specific compliance issues. This program is reviewed at the next BOA meeting after the site visit. After its review, the BOA either restores accredited status or initiates withdrawal of accredited status.
Initiate Withdrawal of Accredited Status	The BOA initiates withdrawal of accredited status if the program is found to be noncompliant with one or more accreditation standards and the BOA does not believe that noncompliance issues can be resolved within 1-year. The BOA’s letter identifies specific areas of noncompliance and instructs the program to work with the accreditation specialist to arrange for the graduation or transfer of its students and determine when the program’s accreditation will be withdrawn. The decision to initiate withdrawal of accredited status is an adverse one, and programs may request reconsideration. After its official withdrawal date, a program may apply for candidacy status.