**Council on Social Work Education**

**Commission on Accreditation**

**Site Visit Information**

***Instructions:*** *Please review this information in preparation for each site visit assigned and conducted. Complete the required Site Visit Report Template and return it to the program’s accreditation specialist at CSWE within 2 weeks of the visit. Do not alter nor edit this template.*

*Role, Scope, and Boundaries of the Site Visitor*

The site visit is an important step in the peer-review reaffirmation process. Qualified site visitors operate under the authority and jurisdiction of the Commission on Accreditation (COA). The visitor’s role is that of information gatherer; visitors do not determine compliance nor select a decision type. The COA is the sole arbiter of compliance. Visitors do not provide feedback, opinions, advice, recommendations, nor instructions to the program. Visitors may not share program-specific information, LOI information, self-study content, or material discussed onsite with parties outside of the reaffirmation process (e.g., accreditation specialist, COA, etc.).

The content of the visit and report are structured around collecting clarifying information pertaining to general and specific questions raised in the COA-issued Letter of Instruction (LOI). The LOI includes both general and specific questions. If the program’s self-study narrative was unclear, incomplete, or missing information, the standard is cited by the COA in the LOI and instructions are provided to the visitor to collect clarifying information from the program. While the visitor reviews the self-study in its entirety in advance of the visit, only standards itemized in the LOI may be discussed onsite with the program. Information beyond the boundaries of the LOI should not be discussed, requested, nor reported. Visitors must use the required report template provided on the final page of the LOI.

*Developing the Agenda*

The agenda is collaboratively developed by the visitor and program. Onsite meetings are conducted with program faculty, students, and administrators; which includes a meeting with the institution’s president/chancellor or their designee (e.g., provost). Additional program stakeholders, groups or individuals, with whom the visitor elects to meet with is driven by the standards identified in the LOI. The visitor may not meet with additional constituent groups beyond the agreed upon agenda without the program’s consent.

*Self-study & Supplemental Materials*

No later than 30 days prior to the visit, the program send the visitor one (1) electronic copy of the exact self-study submitted to the COA. Programs do not submit formal written responses to the LOI nor furnish the visitor with supplemental materials (beyond the self-study) in advance of the visit. Programs are permitted share documentation, visuals, or materials explicitly requested in the LOI with the visitor onsite. However, the visitor does not collect nor submit these materials with their report. The program is solely responsible for documenting compliance and submitting evidence in their formal written response to the site visit report. The visitor collects the clarifying information as directed in the LOI via discussion with program stakeholders.

*Site Visit Report*

Following the close of the visit, any communication between the site visitor and program director ceases (except for submitting documentation for reimbursement of travel expenses). Any remaining questions or concerns the program or visitor may have are directed to the program’s accreditation specialist.

**Within 2 weeks** of site visit, the visitor submits one (1) electronic single **word document (not a PDF)** of the completed report template, including a copy of the meeting agenda and sign-in sheets, to the program’s accreditation specialist at CSWE. The accreditation specialist is identified in the LOI.Report content is written in the visitor’s own words and reflects objective and factual findings collected via discussion with program stakeholders. The report should not refer COA readers to the program’s self-study or any supplemental materials provided onsite, nor should the visitor include copied/pasted narrative 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 destroys the program’s documents upon confirmation of receipt of the report by the accreditation specialist.

*Program Response*

Upon receipt of the report, the accreditation specialist reviews the report for clarity and objectiveness. This review process may result in the program receiving the report beyond the initial 2 weeks granted for the visitor to submit the report. Please be patient and assured that the program will be granted a full **2 weeks** to submit their formal written response to the site visit report. Once the accreditation specialist accepts the report, the program will receive the site visit report via email with detailed instructions for responding.

The program responds to each standard itemized in the LOI and the site visit report. The program does not refer COA readers to the self-study nor previously submitted materials. The program submits one (1) electronic single **word document (not PDF)** of the completed response, including any supplemental materials provided to the site visitor, to the program’s accreditation specialist at CSWE.

*Understanding Reaffirmation Decision Types*

The reaffirmation determination will be made based upon the LOI, site visit report, and program’s response which will be reviewed at the COA Meeting identified in the LOI. Section *2.6. COA Reaffirmation Determination and Decisions* in the [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook) details potential decision types and their rationales.

*Policies, Procedures, & Resources*

Policies and procedures regarding the site visit are located in sections *2.3. Letter of Instruction, Site Visit Planning, and Site Visit Hosting* and *2.5. Site Visit Report and Program Response* in the [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook). Additional site visit resources can be found on the [CSWE website, Accreditation pages](https://www.cswe.org/Accreditation/Accreditation-Process/Site-Visit-Information). While it is advised that the visitor contact the program’s accreditation specialist in advance of the visit to clarify any items in the LOI, accreditation staff are available before, during, and after the visit to address any questions, clarify expectations, or provide resources.

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**Site Visit Report Template**

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| --- | --- |
| 1. Program Visited Name: |  |
| 2. Program Visited State: |  |
| 3. Program Visited Level(s): |  |
| 4. Date of Site Visit:  |  |
| 5. Site Visitor(s) Name: |  |

1. Include a copy of the site visit schedule or a list of stakeholders with whom the site visitor met with during the visit (e.g., groups and individuals from the program and institution).
2. Write a brief summary of the general questions discussions pertaining to: program mission and goals (**AS 1.0**), diversity (**AS 3.0**), and assessment (**AS 4.0**).

**Program Mission and Goals (AS 1.0):**

**Diversity (AS 3.0):**

**Assessment (AS 4.0):**

1. List each **accreditation standard** and specific question raised by the COA in its *Letter of Instruction* (LOI). Provide a thorough discussion of objective/factual findings for each item.

***Accreditation Standard…:***

Insert full text of the accreditation standardfrom the LOI*.*

**Specific Question:**

Insert full citation language, including the instructions to the visitor, from the LOI.

**Site Visit Findings:**

Write your objective/factual findings to clarify this LOI item.

*[repeat for each standard itemized in the LOI]*