



SPRING 2022 SITE VISIT MODALITY

Last updated October 19, 2021

NASPAA's Commission on Peer Review and Accreditation (COPRA) **has determined that all site visits for the 2021-2022 accreditation review cohort will take place in person.** Given that higher education institutions across the globe have reopened for in person instruction, COPRA is confident that programs undergoing review will work with peer site visitors to ensure the safety of all participants.

Per [COPRA Policy & Procedures](#):

Section 11.3 -- Site visits are scheduled between January 22 and April 8, and may not be scheduled at a time when program stakeholders are unavailable. They are conducted in accordance with the official Site Visit Manual and are of two and one half to three days duration. The program is responsible for expenses of the site visit team as outlined in the Site Visit Manual.

Section 11.4 -- At its discretion only, the Commission may recommend the site visit team virtually visit a program under review to navigate legal, logistical, safety, and/or political challenges to a productive on-the-ground site visit. In some cases, COPRA may recommend virtual site visits for follow-up site visits.

EXCEPTIONS TO IN PERSON MANDATE

Programs with a serious and compelling reason that an in-person site visit would pose a significant hardship may request a virtual site visit. These requests will be granted at the discretion of the COPRA Chair, on a case-by-case basis, based on the context of the global pandemic. The Chair's decisions are final and not appealable. Requests must be submitted within seven (7) days of receipt of the Interim Report. For full instructions on submitting a request for a virtual site visit, see the instructions below.

PROGRAMS BASED OUTSIDE THE U.S. MAINLAND

Given that, currently, NASPAA's volunteer site visitor pool is heavily based in the United States, programs based outside the U.S. mainland may request virtual site visits based on guidelines for U.S. travelers.

UNEXPECTED POLICY CHANGES

Programs are expected to closely monitor information on COVID-19 outbreaks that may result in restricting access to external visitors, as well as travel policies that may impact access to the institution's location. Should an institution decide to prohibit access to external site visitors in Spring 2022, the program must immediately inform NASPAA staff at copra@naspaa.org. NASPAA staff will work with programs and visitors to ensure the site visit complies with any updated policies. The program is responsible for any expenses incurred by volunteer visitors, including those resulting from lodging and travel cancellations due to unexpected university policy changes.

LIABILITIES

Programs are required to inform each member of its assigned site visit team of any policies and requirements, both prior to arrival and while on site, that must be met in order to participate in the site visit in person. NASPAA is not liable for any illness resulting from participating in a site visit.

For questions, please contact Martha Bohrt, Chief Accreditation Officer, at mbohrt@naspaa.org.

Process for requesting a virtual site visit

Programs with a serious and compelling reason that an in-person site visit would pose a significant hardship may request a virtual site visit. The program must redact a letter addressed to the COPRA Chair outlining the reason(s) why an in-person site visit poses a significant hardship on the program. These waivers will be considered in the context of the global health crisis. Financial hardship will not be considered for a waiver. Letters must be emailed to copra@naspaa.org no more than seven (7) calendar days from the date their Interim Report is emailed to the program and uploaded to the NASPAA Data Center. Letters received past this deadline will not be considered. COPRA will respond to all requests within one week of receipt.