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**Board of Accreditation (BOA)**

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

**Program Response to the Candidacy Visit Report**  
*for Baccalaureate and Master’s Social Work Programs*

**version 9.2024**

*[Delete this help text before submission: Delete the directions before submission.]*

**Directions**

**Purpose**

* This is a required template.
* Content must be current and accurate at the time the accreditation document is submitted.
* Pre-candidate programs submit the program response for review by CSWE’s Board of Accreditation (BOA) for a candidacy decision.
  + Refer to policy [*5.12 BOA Benchmark 1 Decisions*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook* for Candidacy decisions.
* Candidate programs submit the program response for review by CSWE’s Board of Accreditation (BOA) for a second year of candidacy or initial accreditation decision.
  + Refer to policy [*5.13 BOA Benchmark 2 Decisions*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook* for Second Year of Candidacy decisions.
  + Refer to policy [*5.14 BOA Benchmark 3/Initial Accreditation Decisions*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook* for Initial Accreditation decisions.
* Visit the [2015 EPAS Accreditation Toolkit](https://www.cswe.org/accreditation/policies-process/2015epas/2015-epas-accreditation-toolkit/) for the 2015 EPAS Interpretation Guide, forms, samples, and other resources.
* Visit the [2022 EPAS Accreditation Toolkit](http://www.cswe.org/accreditationpolicies) for the 2022 EPAS Interpretation Guide, forms, samples, and other resources.

**Formatting & Submission**

* Do not alter this template.
* *Framing:* Accreditation is voluntary. The burden of proof of compliance is the program’s responsibility. When addressing a cited concern, demonstrate the desire to provide clarification or documentation that evidences program compliance with accreditation requirements.
* **IMPORTANT:** The BOA must be able to review and determine compliance solely based on information provided by the program in the program response.
  + **Solely agreeing with the visitor's findings is insufficient. Include all information, complete narratives, and relevant materials that evidence full compliance in this program response.**
  + Do not refer BOA readers to the previously approved benchmarks, initial accreditation self-study, or previously submitted materials.
  + The BOA will not have access to nor review the previously approved benchmarks or the initial accreditation self-study again.
* Insert all forms, tables, and matrices directly in response to the standard (not as appendices).
  + Any supplemental documentation/materials, the program shared with the visitor, must be included in the program response.
* Program may add additional subheadings to label materials as clearly as possible.
* Submit program response documents as a Microsoft Word document or searchable PDF, per policy [*4.7 Document Formatting & Submission Requirements*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook*.
  + The program response must be a single document and may not include separate attachments nor appendices. *Exception:* \*If a curriculum matrix standard is cited, the program must resubmit a separate document with updated syllabi.
  + Scanned documents will not be accepted.
* A completed program response includes:
  + Response to approval accreditation standards cited identified in the Candidacy Visit Report
  + Updated syllabi, if applicable\*
    - \*If a curriculum matrix standard is cited, the program must resubmit a separate document with updated syllabi (i.e., Volume 2).
  + If a policy or procedure found in a student handbook and/or field manual is cited, the program will not be asked to resubmit a separate volume (i.e., Volume 3).
    - Instead, the program must copy and paste the exact written policy or procedure into the program response, cite the location of the policy or procedure within the handbook and/or manual, and state that source document was updated.
* Email completed program response to the program’s assigned [CSWE Accreditation Specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) by the due date.

**Timeframe for Review & Response**

Program responses are reviewed and processed at the next BOA meeting.

For pre-candidate and candidate programs, the BOA will review the benchmark documents volumes 1-3, *Candidacy Visit Report*, and program response to confer a decision.

Programs and their institution’s president/chancellor will receive a decision letter 30-days after the conclusion of the BOA meeting.

*Insert Institution/Program Logo (optional)*

|  |  |
| --- | --- |
| **Date Submitted to CSWE’s Board of Accreditation:** | MM/DD/YYYY |

# Institution Information

|  |  |
| --- | --- |
| **Name of Educational Institution:** |  |
| **Program State, District, or Territory:** |  |
| **Institution’s President / Chancellor:** | Name  Title |
| **President / Chancellor’s Contact Information:** | Phone  Email |

# Program Information

|  |  |
| --- | --- |
| **Name of Social Work Program:** |  |
| **EPAS:** | 2015 EPAS  2022 EPAS |
| **Review Type:** | Benchmark 1/Candidacy  Benchmark 2/Second Year of Candidacy  Benchmark 3/Initial Accreditation |
| **Program Level for Which Accreditation is sought:** | Baccalaureate  Master’s |
| **Title of Degree Awarded:** |  |
| **Program Website:** |  |
| **Program’s Primary Contact:**  *Must match CSWE records; review* [Directory of Accredited Programs](https://www.cswe.org/accreditation/directory/?) *for accuracy.* | Name  Title |
| **Primary Contact’s Information:** | Phone  Email |

## Program Options

Definitions are located in policy [*4.9 Program Changes*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook*.

| **# of Program Options** | **Location or Delivery Method** | **Program Option Type**  *(check one per row)* | **Percentage of the Curriculum Delivered Online**  *(check one per row)* | **Number of Students Enrolled** |
| --- | --- | --- | --- | --- |
| **1** | City, State, Country or Online | **In-person / Face-to-Face / Traditional:**  Main / Primary Campus  Branch / Satellite Campus  **Distance Education:**  Online  Broadcast Site  Correspondence | 0-50%  51-100% | # |
| **2** | City, State, Country or Online | **In-person / Face-to-Face / Traditional:**  Main/Primary Campus  Branch / Satellite Campus  **Distance Education:**  Online  Broadcast Site  Correspondence | 0-50%  51-100% | # |
| **3** | City, State, Country or Online | **In-person / Face-to-Face / Traditional:**  Main / Primary Campus  Branch / Satellite Campus  **Distance Education:**  Online  Broadcast Site  Correspondence | 0-50%  51-100% | # |
| **#** | Add or delete rows as needed |  |  | # |
| **Total number of students enrolled in all program options:** | | | | # |

**Table of Contents**

*[Delete this help text before submission: The table below is formatted to allow you to update page numbers as you craft your document. Learn more about using the “Headings” function to format your document and create an automatic table of contents. In Microsoft Word, update the table by selecting the “References” tab “Table of Contents” section > “Update Table” button. Work with your IT department if you need assistance with the table of contents features in Microsoft Word.]*

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*[Delete this help text before submission: Delete the seperate enclosures section if a curriculum matrix standard was not cited and updated syllabi are not required to be submitted.]*

**Separate Enclosures:**

Volume 2……Course Syllabi for Required Courses Identified on Curriculum Matrix(ices)

# Program Response to the Candidacy Visit Report

|  |  |
| --- | --- |
| **Visitor Name:** |  |
| **Visit Date:** | MM/DD/YYYY |
| **Visit Type:** | Onsite  Virtual |

## Approval Standards

*[Delete this help text before submission: Explicitly reiterate the information you shared with the candidacy visitor that demonstrates full compliance. Evidence of compliance must be submitted by the program and in the program's own words. Referring BOA readers to the candidacy visit report language or simply agreeing with the visitor's findings is insufficient. Each approval standard in the candidacy visit report requires a separate narrative response. Do not respond to the consultative notes section of the candidacy visit report.*

#### Accreditation Standard #.#.#

***Accreditation Standard #.#.#:*** *Insert full text of accreditation standard.*

**Candidacy Visit Report Language/Findings:**

Insert full text from the site visit report

**Program Response:**

Insert text here

*[Delete this help text before submission: Repeat subheadings for each specific standard or indicate N/A if no standards were cited by the visitor]*