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**Board of Accreditation (BOA)**

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

**Progress Report Template**
*for Baccalaureate and Master’s Social Work Programs*

**version 11.2024**

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

**Directions**

**Purpose**

* This is a required template.
* Content must be current and accurate at the time the accreditation document is submitted.
* Programs submit the progress report for review by CSWE-BOA for a decision.
	+ Refer to policy [*5.14 BOA Benchmark 3/Initial Accreditation Decisions*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook* for Benchmark 3/Initial Accreditation decisions.
	+ Refer to policy [*6.9 BOA Reaffirmation Decisions*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook* for Reaffirmation 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 progress report.
	+ **Include all information, complete narratives, and relevant materials that evidence full compliance in this progress report.**
	+ Do not refer BOA readers to any previously approved benchmarks, initial accreditation self-study, reaffirmation self-study, or previously submitted materials.
	+ The BOA will not have access to nor review previous documents again.
* Insert all policies, procedures, forms, tables, and matrices directly in response to the standard (not as appendices).
* Programs may add additional subheadings to label materials as clearly as possible.
* Submit progress report 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 progress report 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 relevant syllabi.
	+ Scanned documents will not be accepted.
* A completed progress report includes:
	+ Response to each citation/standard cited in the BOA decision letter
	+ Updated syllabi, if applicable\*
		- \*If a curriculum matrix standard is cited, the program must resubmit a separate document with updated relevant 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 and/or procedure into the progress report, cite the location of the policy and/or procedure within the handbook and/or manual, and state that the source document was updated.
* Email completed progress report to the program’s assigned [CSWE Accreditation Specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) by the due date identified in the BOA decision letter.

**Timeframe for Review & Response**

Progress reports are reviewed and processed at the BOA meeting identified in the BOA decision letter.

The BOA will review the BOA decision letter and progress report 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:** | NameTitleCredentials |
| **President/Chancellor’s Contact Information:**  | PhoneEmail |

**Program Information**

|  |  |
| --- | --- |
| **Name of Social Work Program:** |       |
| **EPAS:** | [ ]  2015 EPAS[ ]  2022 EPAS |
| **Review Type:** | [ ]  Initial Accreditation[ ]  Reaffirmation |
| **Program Level:** | [ ]  Baccalaureate[ ]  Master’s |
| **Title of Degree Awarded:***(as listed on transcript)* |       |
| **Program Website:**  |       |
| **Program’s Primary Contact:** *Must match CSWE records; review* [Directory of Accredited Programs](https://www.cswe.org/accreditation/directory/) *for accuracy.* | NameTitleCredentials |
| **Primary Contact’s Information:** | PhoneEmail |

**Program Options**

Definitions are located in policy [*4.9 Program Changes*](http://www.cswe.org/accreditationpolicies) in the *Accreditation Policy Handbook*. Must match CSWE records; review [Directory of Accredited Programs](https://www.cswe.org/accreditation/directory/) for accuracy.

| **# 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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[Program Information 3](#_Toc183089152)

[Program Options 3](#_Toc183089153)

[Progress Report 6](#_Toc183089154)

[Accreditation Standard #.#.# 6](#_Toc183089155)

*[Delete this help text before submission: Delete 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)

**Progress Report**

*[Delete this help text before submission: Full evidence of compliance must be submitted by the program. Do not refer BOA readers to previous documents. Each citation/standard in the progress report letter requires a current and separate narrative response within this document.]*

### Accreditation Standard #.#.#

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

**BOA Decision Letter Language:**

Insert full citation text from the BOA decision letter

**Progress Report:**

Insert text here

**Check One:**

[ ]  The program has only one (1) option.

[ ]  Our response/compliance plan is the same for all program options.

[ ]  Our response/compliance plan differs between program options in the following ways:

*[Delete this help text before submission: Insert text here, if applicable and the program complies differently accross program options]*

*[Delete this help text before submission: Repeat subheadings for each citation/standard]*