



Accreditation Policies and Procedures Manual

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ACCREDITATION POLICY AND PROCEDURE MANUAL

PLEASE NOTE

- (1) THIS DOCUMENT CONTAINS POLICIES AND PROCEDURES ESTABLISHED AND APPROVED BY THE BOARD OF DIRECTORS OF ICACIT.
- (2) SEGMENTS IN **BOLD** REFLECT REVISIONS APPROVED BY THE ICACIT BOARD THAT COME INTO FORCE FOR THE PRESENT ACCREDITATION CYCLE.

INTRODUCTION

The purpose of this document is to articulate the policies and procedures that govern the ICACIT accreditation process. It is provided for the use of programs, accreditation committee, team chairs, and program evaluators. The program seeking accreditation is responsible to demonstrate clearly that it is in compliance with all applicable ICACIT policies, procedures, and criteria.

I. GENERAL INFORMATION ABOUT ICACIT.

ICACIT is a non-profit civil association that is made up of institutions that have an interest in quality assurance in the training of professionals that the world demands: (1) Peruvian Academy of Engineering - API, (2) Peruvian Association of Producers of Software and Technologies - APESOFT, (3) College of Engineers - CIP, (4) National Confederation of Private Business Institutions - CONFIEP, and (5) Peru Section of the IEEE.

The ICACIT Accreditation is an audit of compliance with international standards of the Washington Accord and the Sydney Accord of the International Engineering Alliance, the Seoul Accord, the Canberra Accord and the European Network for Accreditation of Engineering Education, adopted by ICACIT.

The accreditation of international recognition and value granted by ICACIT does not imply any type of recognition of Sineace since ICACIT is an independent and autonomous non-governmental accreditation entity that is governed by the aforementioned international standards. ICACIT accreditation is not based on, related to, or linked to Sineace standards and accreditation.

ICACIT accredits educational programs in architecture, science, computing, engineering and engineering technology.

ICACIT promotes the continuous improvement of professional training, identifying accredited programs that meet recognized international quality standards. Graduates of ICACIT accredited programs are prepared to take on the challenge of practicing the profession globally and take on ever-increasing challenges.

Responsibilities

ICACIT is made up of five accreditation committees: The Architecture Accreditation Committee (CAA), the Science Accreditation Committee (CACi), the Computing Accreditation Committee (CAC), the Engineering Accreditation Committee (CAI) and the Engineering Technology Accreditation Committee (CAT).

The ICACIT accreditation committees are in charge of the following responsibilities:

- (1) Present to the Board of Directors of ICACIT proposals to improve the criteria, policies and procedures of accreditation.
- (2) Manage the accreditation process and the making of accreditation decisions based on the criteria and on the ICACIT Accreditation Policies and Procedures Manual.

Procedures and decisions in cases of appeal on accreditation actions are the responsibility of the Appeal Commission appointed by the Board of Directors of ICACIT.

Accreditation decisions are based solely on the provisions of the Accreditation Policies and Procedures Manual and the applicable accreditation criteria published by ICACIT.

Recognition

ICACIT is a signatory accrediting agency of the Washington Accord and a provisional member of the Sydney Accord, international agreements that make up the International Engineering Alliance

(www.ieagrements.org) and a member of the European Network for Accreditation of Engineering Education – ENAEE.

ACCREDITATION POLICIES AND PROCEDURES

1. Publication of the accreditation of programs by the Educational Institution.

1.1. Institutions are required to represent the accreditation status of each program in the respective modality accurately and without ambiguity. Programs are either accredited or not accredited. ICACIT does not rank programs.

1.2. Unauthorized use of ICACIT's official logo is prohibited. Only higher education institutions and its accredited programs are authorized to use special logos provided by ICACIT for use on websites, in course catalogs, and in other similar publications.

1.3. When ICACIT awards accreditation to a program, the accreditation action indicates only the nature of the next review and is not an indicator of the program's quality. Public announcement of the accreditation action should only relate to the attainment of accredited status. All statements on accreditation status must refer only to those programs that are accredited. No implication should be made that accreditation by one of the ICACIT committee applies to any programs other than the accredited ones.

1.4. Direct quotation in whole or in part from any ICACIT statement to the institution is unauthorized. Correspondence and reports between ICACIT and the institution/program are confidential documents and should only be released to authorized personnel at the institution. Any document so released by the institution/program must clearly state that it is confidential. Wherever law or institution policy requires the release of any confidential document, the entire document must be released.

1.5. The institution must be clear when referring to the ICACIT accreditation criteria group under the program it has been accredited: Architecture, Science, Computing, Engineering or Engineering Technology.

1.6. Institution catalogs and similar publications must clearly indicate the programs accredited by the committees of ICACIT as separate and distinct from any other programs or kinds of accreditation. Each accredited program must be specifically identified as "accredited by the ___ Accreditation Committee of ICACIT, <http://www.icacit.org.pe>".

a. Each ICACIT-accredited program must publicly state the program's educational objectives and student outcomes.

b. Each program accredited by ICACIT must publicly state the number of students enrolled and graduate per year.

1.7. If accreditation is withdrawn or discontinued, the institution may no longer refer to the program as being accredited.

a. ICACIT publicly identifies programs whose accreditation is withdrawn.

b. If ICACIT withdraws its accreditation, then the institution/program must provide, upon request from the public, a statement summarizing ICACIT's reasons for withdrawal of accreditation; that statement can be accompanied by a response from the affected program addressing the ICACIT decision. This statement must be available within 60 days of the final decision by ICACIT. ICACIT will post on its public website a notice regarding the availability of this statement from the institution/program.

c. In the event that the program files an official request for appeal, reconsideration, or immediate re-visit in accordance **with section 11**, the 60-day period for public notification will begin when the processes described in that section have provided a final accreditation action.

1.8. The institution must make a public correction if misleading or incorrect information is released regarding the items addressed in **Section 1**.

2. Confidentiality of Information

2.1. ICACIT requires ethical conduct by each volunteer (boards of directors, members of advisory council, members of accreditation committees, members of evaluation teams) and staff members engaged in fulfilling the mission of ICACIT. The organization requires that every volunteer and staff member has the highest standards of professionalism, honesty, and integrity. The services provided by ICACIT require impartiality, fairness, and equity. All people involved with ICACIT activities must perform their duties under the highest standards of ethical behavior.

Information provided by the institution is for the confidential use of ICACIT and its agents, and will not be disclosed without specific written authorization of the institution concerned.

2.2. The contents of all materials furnished for review purposes and discussion during the accreditation committee meetings are considered privileged information. The contents of those documents and the accreditation actions taken may be disclosed only by ICACIT staff and only under appropriate circumstances determined by the Board of Directors of ICACIT. All communications between institutions and regarding final accreditation actions must be directed to ICACIT Headquarters.

2.3. ICACIT publicly identifies programs that have been accredited and programs for which accreditation was withdrawn by ICACIT, in accordance with Section 1 of this manual. ICACIT does not divulge information regarding programs that have requested ICACIT review but have not received ICACIT accreditation.

3. Conflict of Interest

3.1. Service as an ICACIT board member, committee member, team chair, program evaluator, or staff member creates situations that may result in conflicts of interest or questions regarding the objectivity and credibility of the accreditation process. ICACIT expects these individuals to behave in a professional and ethical manner, to disclose real or perceived conflicts of interest. The intent of this policy is to:

- a. Maintain credibility in the accreditation process and confidence in the decisions of the Board of Directors, accreditations committee members, team chairs, program evaluators and staff members.
- b. Assure fairness and impartiality in decision-making;
- c. Reveal any real or perceived conflict of interest; and
- d. Avoid the appearance of impropriety.

3.2. Individuals representing ICACIT must not participate in any decision-making ability if they have or have had a close and active association with a program or institution that is being considered for official action by ICACIT. Close and active association includes, but is not limited to:

- a. Current employment or within the last three years as faculty member, staff, or consultant by the institution or program;
- b. Discussion or negotiation of current employment or within the last three years with the institution or program.
- c. Attendance as a student at the institution;
- d. Receipt of an honorary degree (e.g. doctor *honoris causa*) from the institution;
- e. Current or within the last three years participation of a relative within the second degree of consanguinity or the first degree of affinity as a student or employee of the institution or program;
- f. A current or within the last three years unpaid official relationship with an institution, e.g., membership on the institution's board of trustees or industry advisory board; or
- g. Any reason that prohibits the individual from rendering an unbiased decision.

3.3. Program evaluators and team chairs must not establish a close and active relation with the institution or program under evaluation until the accreditation cycle has been concluded.

3.4. Committee members are not eligible to serve concurrently on the Board of Directors; nor are members of the Board of Directors eligible to serve on an ICACIT committee. Members of the ICACIT Board of Directors and ICACIT staff members may observe an accreditation visit, but they are not eligible to serve as program evaluators or team chairs.

3.5. A record of known conflicts of interest will be maintained for every individual involved in the accreditation process. The records of conflicts of interest will be utilized in selection of team chairs and program evaluators.

3.6. Each individual representing ICACIT must sign a conflict of interest and confidentiality statement indicating that he has read and understands ICACIT policies on conflict of interest and confidentiality. The policies on conflict of interest and confidentiality will be presented and discussed at the start of each committee meeting.

3.7. People who have a real or perceived conflict of interest with an institution or program should refrain from participating in any committee meetings where the accreditation action of the program is discussed.

3.8. The name of people who refused themselves for having a conflict of interest will be registered.

4. Accreditation Criteria

4.1. General Criteria: -These criteria address requirements for all programs accredited by a given accreditation committee. General Criteria **are the criteria from 1 to 8** and are posted on the ICACIT web site: www.icacit.org.pe

4.2. Program Criteria: -These criteria address program-specific requirements within areas of specialization. Program Criteria are **described in the criteria 9** and are posted on the ICACIT web site: www.icacit.org.pe

4.3. Complementary Criteria: Each program must satisfy the Complementary Criteria that you select in its respective Evaluation Request. These criteria include:

- a. Criterion 10 - Research and Social Responsibility: Applicable in evaluations for initial accreditation and reaccreditation purposes.
- b. Criterion 11 - International Context: Applicable only in evaluations for reaccreditation purposes.

The selection of a Complementary Criterion in the Evaluation Request implies that it will be considered in determining the final accreditation action of the program. The Complementary Criteria are published on the ICACIT website: www.icacit.org.pe

5. Eligibility of Programs for Accreditation Review

5.1. ICACIT defines an educational program as an integrated, organized experience that culminates in the awarding of a degree. The program will have program educational objectives, student outcomes, a curriculum, faculty, and facilities.

The evaluation process for accreditation purposes considers:

- a. **Different programs in case they are offered in different campus or modalities.**
- b. **In cases where the program is offered in several campus or modalities and the academic degree does not specify where the program is offered, it will be accredited only if all the campuses where the program is offered are evaluated and it is found that all they satisfy the accreditation criteria and policies.**
- c. **In case the evaluation of a single program is required, and it is offered in another campus, the academic degree must identify the campus.**

5.2. Programs will be considered for accreditation if they are offered by an institution of higher education that has verifiable governmental recognition to grant academic degrees and/or professional titles .

- a. ICACIT accredits higher education programs at the undergraduate and postgraduate levels, individually, in its face-to-face and **blended modality**.

b. ICACIT does not accredit departments, faculties, institutions or people.

5.3. A program must be accreditable under at least one or more of the committees of ICACIT:

a. CAA, Committee on Architecture Accreditation - CAA accredited programs are those at the university level that lead to the professional practice of architecture.

b. CACi, Science Accreditation Committee - CACi accredited programs are those at the university level that lead to professional practice in the physical sciences, mathematics, and chemistry.

c. CAC, Computing Accreditation Committee - Programs accredited by CAC are those at the university level that lead to professional practice in the broad spectrum of computing disciplines.

d. CAI, Engineering Accreditation Committee - Programs accredited by CAI are those at the university level that lead to the professional practice of engineering.

i. All engineering program names must include the word “engineering”.

e. CAT, Engineering Technology Accreditation Committee - CAT-accredited programs prepare their graduates for their profession as engineering technologists.

f. Those programs whose name include modifiers “computation” “systems” or “informatics” will be subject to a review of its content to determine the proper accreditation committee.

5.4. Program names must meet ICACIT requirements.

a. The program name must be descriptive of the content of the program. **Otherwise, the program must declare its content publicly and unambiguously.**

All programs must provide ICACIT with the name of the program in Spanish and its respective English translation consistent with its content.

b. There must be consistency between the name of the program, study certificates, academic degrees, institutional publications in electronic and printed media, and in the Program Evaluation Request sent to ICACIT.

c. The program name and **its content** determine the committee and the criteria applicable to its review.

i. Every program must meet the General Criteria for the committee(s) under which it is being reviewed

ii. If a program name implies specialization(s) for which Program Criteria have been developed, the program must satisfy all applicable Program Criteria

iii. If a program name invokes review by more than one committee, then the program will be jointly reviewed by all applicable committee.

5.5. To be eligible for an initial accreditation review, a program must have at least one graduate within the academic year prior to the academic year of the on-site review.

5.6. A program must belong to the ICACIT system at least one year prior the application of the Request for Evaluation. **The ICACIT System is a space that brings together programs from higher education institutions committed to the continuous improvement of educational quality.**

5.7. A Readiness Review is given only once and must be completed prior to the first evaluation of a program. In this case, the institution must contact ICACIT to provide its Self-Study Report without appendices, in electronic format, no later than September 30 of the year prior to its evaluation cycle. If a program belongs to an educational institution with programs previously accredited by ICACIT, it is not required to undergo a Readiness Review.

a. A Readiness Review is a process carried out by an ad hoc committee that determines if a program is ready for its first evaluation. The Readiness Review serves to reduce the possibility of a program spending resources without being properly prepared.

b. The outcome of a Readiness Review for a program is one of three non-binding options:

i. Submit the *Request for Evaluation* in the immediate upcoming accreditation review cycle.

ii. Postpone the *Request for Evaluation* until the next accreditation review cycle, unless substantive changes in the Self-Study preparation and documentation are made; or

- iii. Not to submit the *Request for Evaluation* in the immediate upcoming accreditation review cycle.
- c. The outcome of a Readiness Review will be notify by the October 31 the same year in which it is carried out.

5.8. A program requesting to be evaluated for the first time must have completed at least two cycles of continuous improvement demonstrated in its self-study report.

6. Accreditation Cycle and Timeline

6.1. The accreditation cycle regularly lasts 12 months, beginning in January with the submit of the Request for Evaluation and ending in December with the delivery of the Final Statement to the institution.

6.2. The programs considered for evaluation for accreditation purposes are those that have submitted a formal and express request within the established period.

- a. An institution wishing to have programs considered for accreditation or reaccreditation must submit to ICACIT a Request for Evaluation (RFE) not later than January 31 of the calendar year in which the review is desired. The RFE must be signed by the highest authority of the institution. A separate RFE must be submitted for each committee that will review any of the institution's programs that year.
- b. If more than one ICACIT committee will be reviewing programs at an institution in the same academic year, the institution may request that all on-site reviews be conducted simultaneously.
- c. A RFE requiring a correction shall be returned to the institution for the respective correction.
- d. The institution will have the possibility to choose that the program evaluators are local or foreign in its Evaluation Request. In case it chooses foreign program evaluators, it will additionally assume the expenses involved in your international transfer.

6.3. The institution presents a Self-Study Report or an Interim Report for each program depending on the type of review that corresponds.

- a. The institution must send to ICACIT the Request for Evaluation by January 31 with:
 - i. 1 copy of the report printed in Spanish, for each program.
 - ii. An electronic version of the report in Spanish and English, of each program.
 - iii. The electronic and printed version of the complementary material indicated in section b, and
 - iv. At least three proposal dates for the on-site review.
- b. The institution must provide the following complementary information to each report:
 - i. admission prospectus,
 - ii. program brochure,
 - iii. list of program graduates during the year prior to the evaluation, organized in alphabetical order according to the first letter of the paternal surname, and
 - iv. 6 original study certificates of graduates of the program, starting with the graduate whose paternal surname begins with the letter "B", and following the order in which they appear in the list of graduates previously described until completing the 6 certificates.
 - v. Each study certificate must be accompanied by the respective academic record, study plan (s), equivalence tables, simple copy of validation resolutions, simple copy of pre-professional internship certificates, a simple copy of the academic degree diploma and other information that demonstrates that the graduates meet the graduation requirements of the program.

6.4. During the months of February and March, the institution and ICACIT mutually determine dates for any on-site review that is required and evaluation team members are designated.

- a. Prior to the final appointment of the team, the institution will have the opportunity to review all assigned team members with regard to ICACIT's published Conflict of Interest Policy (Section 3.) within the next five working days upon receipt of notification.

b. On-site reviews are normally conducted in the months of May, June and July. The dates for the evaluation on campus will be determined by mutual agreement between the institution and ICACIT considering a minimum period of 60 days between the official designation of the evaluation team and the dates of the evaluation on campus.

6.5. Payment for the program evaluation service, according to the current "Service Cost Card", must be completed no later than **February 28**. Failure to comply with this term will cause the cancellation of the evaluation of the programs.

6.6. The duration of an on-site review is normally three days from team arrival to departure but may be extended or shortened depending on review requirements. Typically, the on-site review is conducted from Sunday through Tuesday and ends with an Exit Interview.

6.7. During the Exit Interview, the institution receives a printed copy of the Program Audit Format of each program containing a summary of the findings identified by the Evaluation Team.

6.8. Since the completion of the review in the campus, the institution has 7 calendar days to pronounce on form errors identified in the Program Audit Format.

6.9. In September, the accreditation committee approves and issue the Preliminary Statement.

6.10. In September, the institution receives the Preliminary Statement. The institution has 30 calendar days from the receipt to send to ICACIT its response to the Preliminary Statement.

6.11. The integration of the Preliminary Statement and the Response to the Preliminary Statement will result in the Final Declaration. The final accreditation action of each program will be based on the findings contained in the Preliminary Statement and the analysis of the Response to the Preliminary Statement.

6.12. In November, the accreditation committee approves and issues the Final Statement.

6.13. In December, the institution receives the Final Statement and the Summary of Accreditation Actions.

6.14. Failure to meet any deadline by the institution and/or the program will result in cancellation of the program review.

7. Program Reviews

7.1. Reviews are conducted to verify that a program is in compliance with the appropriate accreditation criteria, policies, and procedures. In order for a program to be accredited, all paths to completion of the program must satisfy the appropriate criteria.

7.2. Types of Review

a. A Comprehensive Review focuses its attention on compliance with all applicable accreditation criteria, policies and procedures.

- i. A Comprehensive Review consists of: the examination of a Self-Study Report prepared by the program and an on-site review by an evaluation team.
- ii. An Initial Program Review, conducted on a program that is not already accredited, must be a comprehensive review.
- iii. Comprehensive Reviews must be conducted for each accredited program at intervals no longer than six years for continuous accreditation in order to maintain program accreditation. ICACIT will establish a six-year cycle of scheduled general reviews for each program.

An institution may request that all accredited programs by the same committee receive simultaneously a general review provided that the crediting period of a program is not interrupted.

An institution with accredited programs in more than one committee can request alignment of general review years so that general reviews by more than one committee occur in the same year.

b. An Interim Review occurs when weaknesses remain unresolved in a prior review. An Interim Review typically uses the accreditation criteria in effect at the time of the previous comprehensive review. However, the institution may choose to base its midterm evaluation on the current criteria.

- i. A review due to an Intermediate Visit (IV) accreditation action consists of:

The review of an Interim Report prepared by the program that **includes information on all applicable criteria and prioritizes** the Weaknesses and Concerns that remain unresolved in the Final Statement of the previous evaluation, and an on-campus assessment focused on Weaknesses and Concerns that remain unresolved in the Final Statement from the previous assessment.

- ii. New Concerns, Weaknesses, and Deficiencies can be cited if they become evident during the conduct of an Interim Review.

7.3. Self-Study Report – It is the primary document that each program uses to explain how it meets all applicable accreditation criteria, policies, and procedures. The Self-Study Report must strictly follow the template suggested by ICACIT, which is available on the website (www.icacit.org.pe).

7.4. Final Preparation for On-Site Review

- a. Additional Information – Prior to arriving on-site, the team may request additional information it deems necessary for clarification.

7.5. On-Site Review – ICACIT conducts an on-site review to assess factors that cannot be adequately described in the Self-Study Report.

- a. Teams for on-site reviews will typically consist of a team chair, one program evaluator for each program being reviewed and a technical secretary.
 - i. In the case where a program must satisfy more than one set of Program Criteria, there typically will be one program evaluator for each set of Program Criteria to be used in the review.
 - ii. A review team may include observers at the discretion of the team chair and the institution.

7.6. Comprehensive Review – The review team will examine all program aspects to judge compliance with criteria, policies and procedures. ICACIT will assist each program in recognizing its strong points and **findings**. To accomplish this, the team will:

- a. Interview faculty, students, administrators, and staff to obtain an understanding of program compliance with the applicable criteria and policies and of specific issues that arise from the examination of the Self-Study Report and from the on-site review.
- b. Examine the following:
 - i. Materials - Evaluators will review samples of displayed course materials including course syllabi, textbooks, example assignments and exams, and examples of student work, typically ranging from excellent through poor.
 - ii. Evidence that the program educational objectives stated for each program are based on the needs of the stated program constituencies.
 - iii. Evidence of the assessment, evaluation, and attainment of student outcomes for each program.
 - iv. Evidence of actions taken to improve the program.
 - v. Student support services to confirm adequacy of services appropriate to the institution's mission and the program's educational objectives and student outcomes.
 - vi. The process by which the institution verifies that the **graduates** meet all the requirements to complete the program and obtain the academic degree, including interviews with the people responsible for this process.
- c. During the Exit Meeting, the team present factual findings orally for the rector or the highest authority of the Educational Institution.
- d. During the Exit Meeting, the team chair provides to the dean or other appropriate academic officer, a copy of the Program Audit Form (PAF) for each program reviewed.

7.7. Effective Date of Initial Accreditation – start with the delivery of the final declaration.

- a. For a program obtaining initial accreditation, the accreditation applies to all students who graduated from the program since July 1 of the year prior to the on-site review.
- b. During the period of validity of the accreditation of the program, ICACIT will carry out an annual follow-up review of its improvement plan. Therefore, all accredited programs must submit an annual report to ICACIT until July 31. In case the program fails to send its Annual Report, ICACIT will initiate the Accreditation Revocation procedure described in section 10. of this manual and will suspend ICACIT benefits. This procedure is not applicable in the year in which the program has an evaluation process scheduled.
- c. During the validity period of its accreditation, the program must continue to belong to the ICACIT System.
- d. During the validity period of the accreditation, ICACIT will issue a certificate to the graduates of the program with the study plans that meet the accreditation criteria.

7.8. Interim Review

- a. Interim reviews are those that require an on-campus evaluation (as a result of an Intermediate Visit - VI action).
- b. Composition of Interim Review Team:
 - i. Review teams for an interim review will typically consist of a team chair, an evaluator for each program having an on-site review and a technical secretary.

7.9. Preliminary Statement to the Institution – The Preliminary Statement is constituted after the consistency review of the Exit Declaration of the evaluation team at the end of the evaluation on campus. This process is the responsibility of the ICACIT accreditation committees that constitute the consistency review level of the evaluations for accreditation purposes. ICACIT will send the institutions a Preliminary Statement for each committee involved. The Preliminary Statement will include general information and a specific section for each program evaluated.

- a. The statement to each program will typically include the following:
 - i. General Program characteristic that exists and is verifiable through the review process.
 - ii. Findings:
 - Deficiencies – A Deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.
 - Weaknesses – A Weakness indicates that a program lacks the strength of compliance with a criterion, policy, or procedure to ensure that the quality of the program will not be compromised. Therefore, remedial action is required to strengthen compliance with the criterion, policy, or procedure prior to the next review.
 - Concerns – A Concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.

7.10. The Response to the Preliminary Statement – After ICACIT delivers the Preliminary Statement to the institution, it has 30 calendar days to respond. The response to the Preliminary Statement by the institution is known as the Response to the Preliminary Statement.

- a. Findings are considered to have been resolved only when the correction or revision has been implemented during the academic year of the review and substantiated by official documents signed by the responsible administrative officers.
- b. All unresolved findings will be evaluated by the appropriate committee at the time of the next review.
- c. Supplemental Information from the Institution – The team chair may, at his or her discretion in consultation with the committee chair, accept additional information after the 30-day Due Process period to the preliminary statement.

7.11. Final Statement to the Institution – The team chair will prepare a draft of the Final Statement incorporating the response to the Preliminary Statement of the institution. Members of the appropriate committee perform a consistency check, will edit the draft and determine the accreditation actions based on this draft.

7.12. Accreditation Actions –The decision on program accreditation rests with the appropriate committee of ICACIT. The following actions are available to the committee:

- a. NGR (Next General Review) – This action indicates that the program has no Deficiencies or Weaknesses. This action is taken only after a Comprehensive General Review and has a typical duration of six years.
- b. IV (Interim Visit) – This action indicates that the program has one or more Weaknesses. The Weaknesses are such that an on-site review will be required to evaluate the remedial actions taken by the institution. This action has a typical duration of two years.
- c. VE (Visit Extended) -- This action indicates that satisfactory remedial action has been taken by the institution with respect to Weaknesses identified in the prior IV action. This action is taken only after an IV review. This action extends accreditation to the next General Review and has a typical duration of either two or four years.
- d. NA (Not to Accredit) – This action indicates that the program has Deficiencies such that the program is not in compliance with the applicable criteria.
 - i. For accredited programs, ICACIT will require the institution to formally notify students and faculty affected by the revocation of the program’s accredited status and to remove the accreditation designation from all program catalog copy, electronic and print.

8. International Accreditations

8.1. Educational institutions seeking request a review of some of their program by an international accrediting agency member of the Washington Accord or Sydney Accord must submit an Application for Approval to ICACIT.

9. Changes during the Period of Accreditation

9.1. A representative of the institution, responsible for ICACIT accredited programs will notify the ICACIT President of Board of Directors of changes that potentially impact the extent to which an accredited program satisfies ICACIT accreditation criteria or policies. A third party may also notify ICACIT of a change to an accredited program. The institution provides ICACIT with detailed information about the nature of each change and its impact on the accredited program. Such changes include, but are not limited to:

- a. Changes related to criteria
 - i. Students
 - ii. Program Educational Objectives
 - iii. Student Outcomes
 - iv. Continuous Improvement
 - v. Curriculum
 - vi. Faculty
 - vii. Facilities
 - viii. Institutional Support
 - ix. Specific Criteria.
 - x. Research and Innovation.
 - xi. International Context
- b. Changes related to ICACIT policy
 - i. Program name
 - ii. Methods or Venues of Program Delivery
 - iii. Decision to Terminate a Program’s Accreditation

iv. Decision to Terminate an Accredited Program

9.2. ICACIT will review the information provided by the institution and any third party as follows:

- a. The ICACIT President sends copies of the information provided by the institutions or the third party to the appropriate accreditation committee.
- b. The selected committee review the documentation provided and determine any of the following recommendations within 30 days:
 - i. These committees may request additional information through ICACIT headquarters.
 - ii. Approve: (1) that accreditation be maintained for the duration of the current accreditation period, or (2) that a focused on-site review be required to determine the accreditation status of the changed program.
- c. ICACIT will notify the institution of the committee's decision.
- d. If an immediate focused on-site review is required and the institution declines to do so, this action shall be cause for revocation of accreditation of the program under consideration (10.5 y 10.6).

10. Revocation of Accreditation

If, during the period of accreditation, a program appears to be no longer in compliance with criteria or policies, ICACIT may institute Revocation for Cause according to the following procedures:

- 10.1. ICACIT will notify the institution, providing a comprehensive document showing the reasons why revocation is being considered.
- 10.2. The institution will be asked to provide an analysis and response to the reasons provided by ICACIT.
- 10.3. An on-site review may be scheduled to evaluate the reasons provided by ICACIT.
- 10.4. If the on-site review and/or the institution's response fail to demonstrate compliance with accreditation criteria and/or policies, accreditation will be revoked.
- 10.5. ICACIT will promptly notify the institution of such revocation. The notice will be accompanied by a supporting statement detailing the cause for revocation.
- 10.6. Revocation for Cause constitutes a Not to Accredit (NA) action and the institution may appeal.

Revocation of Accreditation will be automatically in case that the institution fails to fulfill its financial commitments.

11. Appeals

11.1. Appeals may be made only in response to Non-Accredited (NA) actions and are based solely on the fact that the accreditation committee's Non-Accredited (NA) decision was inappropriate due to factual errors or non-conformance with criteria, policies or published ICACIT procedures. Only conditions known to the committee at the time of its decision will be considered by ICACIT in cases of appeal.

11.2. The appeal must be submitted in writing to the ICACIT General Manager within 15 calendar days of receiving the notification of the Non-Accredited (NA) action.

- a. Only Non-Accredit (NA) actions can be appealed. An appeal letter must be submitted in writing by the rector or general director of the institution to the General Manager of ICACIT within the following 15 calendar days of receiving the notification of the Non-accredited (NA) action. This letter must include the reasons why the No Accreditation (NA) decision is inappropriate due to factual errors or lack of conformance with ICACIT accreditation criteria, policies or procedures.
- b. Upon receipt of the appeal letter, the General Manager of ICACIT will notify the Board of Directors of the appeal. The Board of Directors will select three members of the other accreditation committees not involved, a member of the accreditation committee involved and one member of the current Board of Directors to serve as members of the Appeal Commission. One of the members will be appointed as chairman of the commission.
- c. The Appeal Commission will receive a copy of all the documentation that has been made available during the different stages of the evaluation cycle, until the preliminary statement.

d. The improvements made to a program after the response to the Preliminary Statement will not be considered by the appeal committee.

e. The Appeal Commission will meet within the next 120 calendar days after receipt of the appeal letter and, on behalf of the ICACIT Board of Directors, will consider only the letter presented by the institution and all documentation indicated in point c. The decision of the Appeal Committee is limited to the options available to the accreditation committee responsible for determining the action of Not Accredited (NA). The findings of the Appeal Commission and its decision will be reported in writing to the Board of Directors of ICACIT by the president of the commission. The decision determined by the Appeal Commission is the final decision of ICACIT.

f. The institution and the accreditation committee will be notified in writing of this decision, by the General Manager of ICACIT within 15 calendar days after the determination of the final decision.

12. About Exceptional Situations

In those exceptional situations in which the conditions do not exist to carry out an evaluation on campus, as part of the evaluation for the purposes of accreditation of a program, one of the following actions will be determined:

12.1. If the educational institution does not have programs previously accredited by ICACIT, the evaluation of the program requested in said evaluation cycle will be canceled. Therefore, the educational institution must submit a new request for program evaluation in the next evaluation cycle.

12.2. If the educational institution has programs previously accredited by ICACIT, a remote evaluation will be carried out considering the following alternatives for accreditation actions:

Intermediate Visit (VI) - This action indicates that the program does not have any Deficiency. This action has a typical duration of two years.

Not Accredited (NA) - This action indicates that the program has one or more Deficiencies such that it does not meet the applicable accreditation criteria.

PROPOSED CHANGES TO THE ACCREDITATION POLICY AND PROCEDURE MANUAL

Changes in accreditation policies and procedures can be proposed by the accreditation committees and must be approved by the ICACIT Board of Directors. Typically, changes in accreditation policies and procedures take effect in the evaluation cycle immediately upon approval. However, this period may be extended, when deemed appropriate, and suggested changes may require a period for public review and comment before approval.

The following section presents the proposed changes to the accreditation policies and procedures as approved by the ICACIT Board of Directors in its December 2021 session, for a review and comment period that expires on June 30, 2022. The ICACIT Board of Directors will determine, based on the comments received and the proposals of the accreditation committees, the content of the policies and procedures to be adopted.

Comments related to the proposed changes should be sent in writing to Av. Del Pinar 152. Office 707. Santiago de Surco. Lima 033. Peru, or by email to acreditacion@icacit.org.pe.

Proposed Changes

Proposed changes to policies and procedures have not been determined.