

FALL 2016 ACCREDITATION FREQUENTLY ASKED QUESTIONS

When will information regarding Fall 2016 accreditation go live?

You will have access to the Chapter Survey and Accreditation (Supporting Documentation) Rubric by no later than *Monday, October 31, 2016*.

When is accreditation due for Fall semester?

The Chapter should submit their Chapter Survey and all Supporting Documentation by *Friday, December 9, 2016 by 11:59pm*.

Can I submit our accreditation documents prior to Friday, December 9th?

Absolutely! You are more than welcome to submit your accreditation documents (the Survey and all Supporting Documents) as soon as you have everything completed/compiled.

Where do I submit our Chapter's Survey and Supporting Documentation?

Once you have everything completed and in a zip folder, you are to email your Chapter's accreditation submission to accreditation@chphi.org.

Are we using the accreditation portal this semester like we have in the past?

No! All accreditation documents will be submitted via email to accreditation@chphi.org. There is no need to access the portal nor will you need a special token/password.

How will I know my submission was received?

You will receive a confirmation email within 24-48 upon submitting your materials. If you have not received an email confirmation within that time frame, please contact Erin Caldwell at Caldwell@chphi.org.

What is the best way for me to learn about these changes?

If you visit www.chphi.org/accreditation, you will see a couple of handouts to help you. Please read through those documents carefully as step-by-step instructions are provided to ensure this process goes smoothly for you. Also, the National Office will be hosting three webinars for all Chapter Officers involved in Accreditation along with any Chapter Advisors who would like to attend. The days/time are listed below:

Webinar #1: Tuesday, November 8th at 8:00 p.m. (EST)

Webinar #2: Wednesday, November 16th at 9:00pm (EST)

Webinar #3: Tuesday, December 6th at 7:00 p.m. (EST)

If you (or someone from your Chapter) can't attend one of these webinars, please reach out to your Field Executive as soon as possible.

Who grades the accreditation documents?

Chi Phi relies on volunteers to help grade the supporting documents. Volunteers consist of Chi Phi Alumni as well as University Administrators.

What is the Chapter Survey Questionnaire?

This is the document that collects basic Chapter data (Alpha's name, Chapter advisor, contact information, etc.) Due to feedback received from members, the survey this year will be for data collection purposes only. There are no questions that will be graded/scored.

Where can I access the Chapter Survey Questionnaire?

You can go to www.chiphi.org/accreditation and click on the link for the survey. An email in which the Survey is attached will be sent to the following Officers: Alpha, Gamma, Accreditation Chair and Chapter Advisor.

Is there a specific file name that I need to use for the Chapter Survey?

Yes! Please use the following format when saving your Chapter survey so that it can be graded correctly: CHAPTER NAME.xlsx. For example, RHO DELTA.xlsx

Can I submit our Supporting Documents as Word Documents?

No! For this semester, only *PDF and Excel Spreadsheets will be accepted*. A number of Chapters have had issues in the past with graders not being able to open a document, so this will eliminate that hassle.

Do I still use the accreditation rubric when working on my submission for this semester?

Yes! For Fall semester, the Accreditation Rubric has been updated. Content is essentially the same as it has been for the past 5 years; however, the rubric does offer more detail and is broken down into points. The feedback from members was that clearer expectations on supporting documents was needed, so the changes made were done with that intention.

Is there a list of what Supporting Documents are required for accreditation?

Yes! If you review the Instructions for Fall 2016 Accreditation, you'll see a list of all supporting documents that are required as well as how to name the file when you save it. NOTE: how you save the file is important so that graders receive the correct documents and can grade appropriately.

How do I create a zip folder?

There is a handout posted at www.chiphi.org/accreditation on how to create a zip folder, or you can also click on the following link: [How To Create a Zip Folder](#).

What do I do if I have questions regarding the Chapter Survey, the Rubric, or one of the Supporting Documents?

You are more than welcomed, and encouraged, to reach out to your Field Executive with any questions you have regarding accreditation. The National Office Staff is here to help you through this process, so don't hesitate to reach out with any questions, concerns, etc.

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