

# Accreditation

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CIDA's Accreditation Commission meets a minimum of twice a year for the purpose of reviewing programs for accreditation. After reviewing the Program Analysis Report, the Visiting Team Report, and comments from site visitors, the Accreditation Commission makes a final decision regarding accreditation status. Commission decisions regarding accreditation status must be unanimous and require a quorum of five members.

The Accreditation Commission may, at its discretion, elaborate on or clarify evaluative comments in the Visiting Team Report. The final report resulting from the Accreditation Commission's action is based on the Visiting Team Report and is the Accreditation Report.

## Confidentiality and Disclosure

The Program Analysis Report, Visiting Team Report, Accreditation Report, and related correspondence notifying programs seeking accreditation of the accreditation decision are confidential. Documents may be disclosed only with prior approval from the program or in the event the program releases misleading or incomplete information.

Decisions rendered by the Accreditation Commission to award or deny accreditation, and the term of accredited status, are made public. CIDA does not disclose or make public applications on file or a program's intent to apply for accreditation, except in response to a specific request by the program deemed reasonable and appropriate by the Accreditation Commission.

The official list of accredited programs is available on CIDA's website at <http://accredit-id.org/accredited-programs>. CIDA updates this list following each meeting of the Accreditation Commission (twice a year) and as changes take place. In addition, CIDA provides information regarding the accredited status of interior design programs to selected governmental agencies and professional organizations.

Programs are at liberty to disclose their accredited status to the public. The policy for program disclosure of accredited status follows on page 4 of this Section.

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## Notification of Decision

On the first business day immediately following the Accreditation Commission meeting at which accreditation decisions are made, the program coordinator is sent notification of the Commission decision of accreditation status by e-mail, with written notification following by mail. Notification will not normally be made over the telephone.

Within four weeks of the Commission meeting, official notification of the Commission decision and the Accreditation Report are sent to the chief executive officer of the institution, the dean of the appropriate administrative unit, the interior design program coordinator, and, optionally, one additional person designated by the program. A copy of the Accreditation Report is retained in CIDA's files.

## Accreditation

If the Accreditation Commission determines the program is in compliance with CIDA Standards, the program is awarded accreditation for six years.

The Accreditation Report may identify areas that require further development or are of concern. All accredited programs must submit a written Progress Report on areas identified as having deficiencies three years from the time of the accreditation decision. The Accreditation Commission may also require an interim visit as a condition of accredited status.

The Commission reserves the right to require an interim visit in order to monitor the program's progress toward improving weaknesses identified at the time of the last accreditation review and the program's continued compliance with CIDA Standards. An interim visit is required in addition to a Progress Report if areas for improvement identified from the last accreditation review require on-site evaluation to ensure that the quality of the educational program is being sustained and is not jeopardized by further decline.

The Accreditation Commission determines if an interim visit is required at the time accreditation is awarded. If an interim visit is required, the program must submit a written Progress Report and undergo an on-site evaluation three years after the date of the accreditation decision. The Accreditation Commission will determine the scope of the interim visit at the time accreditation is awarded. (Also see Interim Visits, CIDA Accreditation Policy and Procedure, Maintaining Accredited Status, page 3)

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## Probation

Probation is an accreditation status that indicates critical weaknesses have been identified in an accredited program that require improvement in order for the program to maintain accreditation. Probation indicates that the Accreditation Commission, in its discretion, determined the quality of the accredited program is at risk due to critical weaknesses identified. Probation provides the program a specific period of time to improve areas of weakness in order to maintain accreditation.

Probation may be granted for a period of not more than two years at the discretion of the Accreditation Commission. The Commissioners will state in writing specific areas of weakness, which the program must improve within a specified time period. Probationary status may require the program to collect evidence and forward it to the Commission at the conclusion of a specified term, or this status may require a site visit by one or more CIDA representatives to review evidence on site and report to the Accreditation Commission. The Accreditation Commission will then determine whether improvements warranting continuation of accreditation have been made. If the Accreditation Commission determines that improvements warranting continuation of accreditation have not been made, accreditation will be denied.

Probationary status is a public action and is disclosed in CIDA's list of accredited interior design programs. Programs granted probationary status maintain all rights and responsibilities of an accredited program. A decision to place a program on probation may not be appealed under the Appeal Procedure.

A program will be notified of probationary status promptly following the Accreditation Commission meeting at which the decision is made.

## Denial of Accreditation

A program that is determined not to be in compliance with CIDA Standards will be denied accreditation. In this case, the Accreditation Commission has identified major weaknesses with respect to important aspects of the educational program. The Accreditation Report will identify these weaknesses.

## Effective Dates of Status

The accreditation status of an interior design program is effective as of the date of the Accreditation Commission's decision to award accreditation. If the program maintains compliance with CIDA Standards and complies with CIDA's requirements regarding reports, site visits, and fees, accreditation status continues until the date the Accreditation Commission reviews the program for re-accreditation. The effective date of denial of accreditation is the end of the academic semester or quarter during which the decision to deny accreditation is rendered.

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## Program Announcement and Disclosure of Accredited Status

A program is at liberty to announce the award of accredited status. CIDA encourages all accredited programs to include accurate statements about accredited status in their institutional publications. Programs should also include contact information for the CIDA office in their publications.

When a program announces award of accreditation or publishes statements about accredited status, CIDA requires accurate disclosure, clearly identifying the program and degrees that are covered. CIDA recommends the following statement, “The interior design program leading to the *<insert degree name>* is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.”

Terminology such as “full accreditation” or “fully accredited” must not be used since partial accreditation is not possible.

Programs are free to disclose the contents of their Program Analysis Report, Visiting Team Report, Accreditation Report, and related correspondence. If the program or institution releases incomplete or misleading information, CIDA has the prerogative of releasing complete and accurate information in order to adequately inform the public and protect its integrity as an accrediting agency.

Programs that are not accredited by CIDA, including applicant programs, **may not** use the Council for Interior Design Accreditation name or acronym in any published materials, as this may lead prospective students to believe the program is currently or will be accredited.

All institutional personnel with responsibility for advising students must be made aware of the interior design program’s official accreditation status with CIDA and the appropriate rules for disclosure of this information.

## Terminology

A program is accredited, on probation, or not accredited.

CIDA does not allow use of the following terminology in relation to accreditation: full accreditation, provisional accreditation, initial accreditation, continued provisional accreditation.