

## **CAATE Rejoinder Submission**

The program director and program officials will make all submission decisions on the self-study **Home** page. Depending on their roles, users will have slightly different view.

### **Program Director**

- Go to **Self Study > Home page**, where a submit button appears when all standards have been marked 'Ready for Submission'
- Click Submit **Rejoinder for Signature**

Home Users Profile Officials Students Directory Self Study File Cabinet Accreditation Curriculum Email Help

Home Standards Reports Rejoinder

### Site Visit Decision Home

The CAATE has completed the review of your Site Visit Report and has determined that your program has Non-Compliant standards. The list of non-compliant standards is on the Rejoinder tab. Your Rejoinder File is due on 05/24/2015.

Once all Standards are in "Ready for Submission" status, approval signatures will be required from Program and School Officials prior to submitting the Rejoinder File to the CAATE. Please click on the Officials tab to update your School Official's information. If a School Official role is not filled, the eAccreditation System will skip it and continue with the submission process.

[Submit Rejoinder for Signature](#)

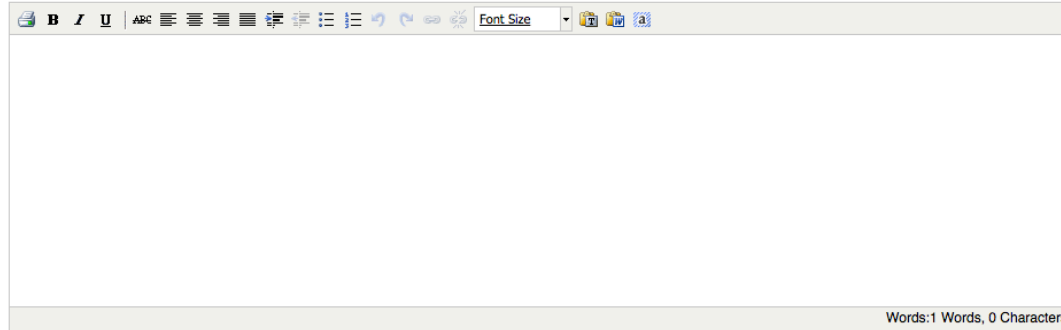
*All program officials (Chair, Dean, Provost, President) will receive a system email informing them that the rejoinder is ready for approval. Any official can sign off at any time, there is no sequence to follow.*

### **Chair, Dean, Provost, President**

- On **Self Study > Home page**, click check box to indicate the review is complete
- A text box will open where you can enter comments
- Click Reject Rejoinder (*Chair & Dean only*) to return the rejoinder to the program director, who can make any suggested changes
- Click Approve Rejoinder to send forward for approval (*Provost & President will have option to approve only*)

### Site Visit Decision Home

The Program Director has completed the Rejoinder File for non-compliant standards cited by the CAATE. Please check the box to acknowledge that you have reviewed the standards and indicate if you approve or reject the Program Director's responses. If the Rejoinder File is rejected, you will be asked to review it again after the Program Director makes appropriate edits.



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Reject Rejoinder

Approve Rejoinder

### Program Director

- Receives system email notifying that signatures are complete
- Go to **Self Study > Home** page
- Click **Submit Rejoinder to CAATE**

### Site Visit Decision Home

School Officials have provided their sign off on the Rejoinder File. Please submit to the CAATE.

Submit Rejoinder to CAATE