**Instructions for Program Directors of Multiple Campus Programs**

As you prepare for your site visit for your program, you will need to demonstrate to the surveyors that you are complying with Policy 125 “Accreditation of a Multiple Campus Program.” Please carefully review that Policy to ensure that there has been no slippage between the original approval of the Multiple Campus program and the present.

The following checklist will help you to provide evidence to indicate that the program is in compliance with Policy 125. The items in bold are documents that the surveyors will need to review, while the unbolded items indicate conversations that the surveyors will be having on the site.

Please contact the MAERB office if you have any questions about this material.

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| Is the program offered in its entirety on each campus? | * **course offerings, course schedules** * student interviews (each campus) * faculty interviews (each campus) * program director interview |
| Are the admission criteria the same? | * **student catalogue – admission policies** |
| Do the students have access to the full range of student services? | * student interviews (each campus) * faculty interviews (each campus) * Support Service interviews (each campus) * visit to campuses   + Important to note: all services might not be at all campuses but the students do need to have access. |
| Do the campuses have the full range of resources (computer, classroom/laboratory, supplies, faculty, and so on) for program effectiveness? | * visit to campuses   + Important to note: all services might not be at all campuses but the students do need to have access. |
| Is the medical assisting program taught with the same curriculum, the same sequence, and the same evaluation standards? | * **course schedules** * faculty interviews (each campus) * program director interview |
| Does the program Director have only one immediate supervisor, and is the supervisor the same individual at both campuses? | * **organizational chart** * program director interview * immediate supervisor interview |
| Does the Program Director visit each campus at least once every two weeks? | * **program director schedule** * faculty interviews (each campus) * student interviews (each campus) |
| If there is an address on the transcript, Is the address on the transcript that of the main campus? | * **Sample of student transcripts from all campuses** |