CAATE Rejoinder Submission

The program director and program officials will make <u>all</u> 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'
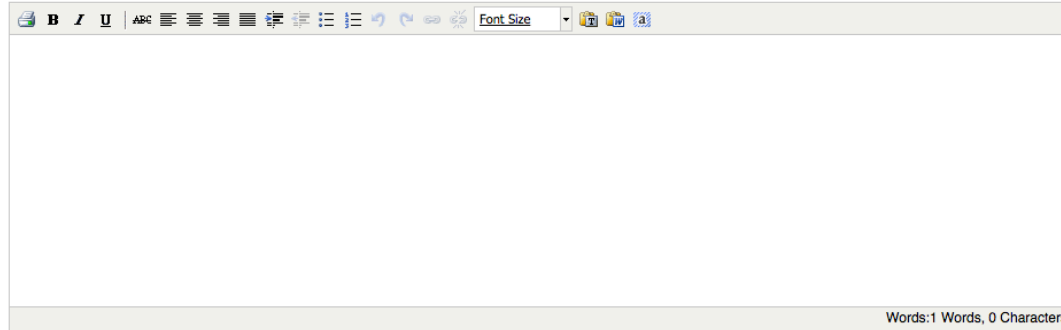- Click Submit **Rejoinder for Signature**

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.

Words:1 Words, 0 Characters

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