

A recent query from a program director provides an opportunity for us to look at the issue of **response to a LON**.

**Q:** My program received its letter of notification (LON) after our site visit, and they ask for a progress report in 3 months. What do I need to do about that?

**A:** When a progress report is requested, the program director is responsible for addressing the citation, correcting any areas of noncompliance, and drafting a response, all well before the due date. Remember that the DIO must co-sign all progress reports to RRCs – so please factor that into your planning.

**Q:** My program received its letter of notification (LON) after our site visit, and we have a couple of citations that I think aren't justified. They don't ask for a progress report – should I send one anyway, with the expectation that the RRC will remove those citations?

**A:** You may send a letter of clarification, but the RRC will not change your LON or otherwise act on the information. The following is taken from a recent publication from the Institutional Review Committee – and the process applies to programs as well as to institutions.

**Submitting Progress Reports** - Progress reports should only be submitted for review upon specific request as noted specifically in the accreditation notification letter. The RC will not review unsolicited progress reports. Such reports will be acknowledged administratively with no further action. It is also important to note that the RC does not rescind (remove) citations from a program's/institution's history upon review of an official progress report. The expectation of a progress report is to provide an update to the Committee on progress in those specific areas identified for comment in the report. Citations may only be identified as corrected at the time of a full review when they are each thoroughly evaluated through the site visit and review of accreditation materials. This same practice is followed by all Review Committees.