*Please complete this briefing template and forward it to* [*avpap@uvic.ca*](mailto:avpap@uvic.ca) *two weeks before an accreditation site visit. The information provided will enable the President and Provost to be effective supporting you and putting your program in the most positive light during site visit meetings. Please be concise (1-2 pages); the Associate Vice President Academic Planning will contact you if more detail is needed prior to the site visit.*

|  |  |
| --- | --- |
| Department | Program under review |
| Departmental Contact | Accrediting body |
| Your assessment of the academic unit and program’s current status relative to accreditation criteria. | |
| Any points that it would be valuable for the Provost and President to emphasize during meetings with the site visit team? | |