



Middle States Commission on Higher Education

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February 24, 2004

Dr. Jorge I. Velez Arocho
Office of the Chancellor
University of Puerto Rico - Mayaguez
P.O. Box 9000
Mayaguez, Puerto Rico 00681

Dear Dr. Arocho:

I am pleased to inform you that Dr. Carlos Hernandez, President at New Jersey City University, looks forward to chairing the team scheduled to visit the University of Puerto Rico - Mayaguez in the spring of 2005. Please set the dates for the preliminary visit and the full team visit in consultation with Dr. Hernandez, and let us have them as soon as practicable.

When setting dates, please keep in mind that accreditation decisions usually are made at the November meeting of the Commission for institutions visited between April 16 and September 1 of a given year, at the March meeting for those visited between September 2 and December 15, and at the June meeting for those visited between December 16 and April 15.

To assist your institution and the team chair in planning for the evaluation visit, I have enclosed a summary sheet that notes your institution's **branch campuses** or **additional locations** and highlights those that must be visited as part of this evaluation. Any **study abroad site** to be visited is also highlighted. This summary is based on information provided by your institution in the most recent Annual Institutional Profile. **Because your institutional accreditation extends only to those branch campuses or additional locations listed in this summary, you should contact me immediately if there are any errors or omissions.**

Current Commission practice is to visit all branch campuses, at least one-third of an institution's additional locations if the institution has more than three such locations, and one study abroad site if all of the institution's study abroad programs enroll a total of more than 200 students annually. Where we have suggested specific locations or sites for inclusion in the evaluation visit, the institution may request modifications. If none have been suggested, the institution should consult with the team chair in selecting those to be visited.

The evaluation of branch campuses and additional locations normally occurs during the main campus evaluation, although either the number or geographical location may necessitate separately scheduled visits to these sites. This is particularly true if the campuses or locations are abroad. If scheduled separately, such visits should occur prior to the main campus visit, so that information from those visits can be shared with the team and the team chair. Visits to study abroad sites should be scheduled at a time prior to the main campus visit.

Please furnish a copy of your institution's self-study design to the team chair. As soon as the team has been selected, the roster will be sent to you and Dr. Hernandez for review. The manual for chairing a team and other pertinent Commission documents are enclosed.

If I may offer any assistance as your self-study continues, please do not hesitate to call on me.

Sincerely,

George Santiago, Jr.
George Santiago, Jr., Ph.D.
Executive Associate Director

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Enclosures

cc: Dr. Carlos Hernandez, Team Chair
Dr. Antonio Garcia Padilla, President, UPR

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