



*Ensuring Quality, Standards and
Recognition for Tertiary
Education*

The Grenada National Accreditation Board

Procedural Requirements for Institutional Accreditation

To be eligible for accreditation, institutions must first be registered by The Grenada National Accreditation Board (GNAB). Registration is the first step in the accreditation process. Registration, therefore, is a pre-accreditation status. The criteria for registration are closely related to the criteria for accreditation since they are meant to provide registered institutions with a foundation for logical development towards accreditation.

The Steps for institutions that are seeking Institutional Accreditation for GNAB are:

1. The Head of the Registered Institution completes the application form and submits a letter addressed to GNAB Executive Director seeking to be admitted as a Candidate for Institutional Accreditation.
2. GNAB schedules a preliminary meeting with the Institution to discuss the criteria, process, and the institution's readiness for Accreditation.
3. Following the meeting, GNAB formally responds to the institution. GNAB invites the institution to submit its formal plan for pursuing Institutional Accreditation, including the arrangements and timelines for its self-study and other institutional preparation. The plan will also include a proposed date for the submission of the self-study report and planned site visit. Based on the preliminary meeting and the institution's current status with respect to Registration (including addressing any outstanding recommendations) GNAB may recommend that certain conditions be met before the institution submits its plan.
4. The institution submits its plan for pursuing Institutional Accreditation to GNAB and a panel reviews the submission. GNAB may require that the institution make changes to its plan if in the judgment of the panel, the plan is unrealistic or does not adequately address important aspects of the institutional process nor allocates sufficient institutional resources to achieve it.
5. GNAB accepts the plan (for which the institution will be held accountable) and grants Candidacy for Accreditation.
6. A GNAB liaison is appointed to the institution; the liaison will provide support to the institution during the process. The liaison will also monitor the institution to ensure that it is achieving milestones established in its plan.



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7. During the period of Candidacy for Accreditation, the institution conducts a comprehensive self-study and prepares a draft report which is submitted to GNAB within the timeframe set out in the institutions' plan for pursuing Institutional Accreditation.
8. GNAB reviews the draft report and advises the institution of any omissions or areas which require additional attention to satisfactorily demonstrate that the institution meets the respective criteria.
9. GNAB and the institution engage in discussions on final arrangements for the site visit including the appointment of the external team and the site visit schedule.
10. The institution submits its final self-study report.
11. GNAB formally appoints an external evaluation team and confirms the date(s) for the site visit in consultation with the team and the institution. The institution is required to bear the cost of the evaluation and arrangements for the site visit.
12. The team conducts the site visit and prepares a draft external evaluation report. The report without a recommendation on the decision with respect to the application for Institutional Accreditation is presented to the institution to review for any factual inaccuracies.
13. The institution's response is presented to the evaluation team and the team prepares its final report and recommendation. GNAB makes the final decision based on the recommendation of the team.
14. The decision is communicated to the institution. GNAB may:
 - Grant Accreditation
 - Extend the period of Candidacy
 - Deny Accreditation.

The *Rationale for Decision Outcomes on Accreditation* details each possible decision outcome.

15. An Accredited institution is required to agree to the *General Conditions of Institutional Accreditation for Post-Secondary and Tertiary Institutions in Grenada*, submit an annual report in a format prescribed by GNAB, and pay an accreditation fee annually while the status is maintained.