**Guide for Accreditation Visit**

*Exit Meetings*

During the exit meetings, the Visiting Team Chair provides a verbal summary of the team's assessment of the Program, aiming to consistently highlight the key points that will later be reflected in the Visiting Team Report (VTR). The first meeting is held with the Program Head. This is then followed by a meeting with the Dean, and a meeting with the University President and Provost.

At all times during these meetings, the Chair must avoid disclosing the Visiting Team’s confidential recommendation regarding the term of accreditation. No such information should be shared with the Program Head, faculty, or administration while the Visiting Team is on-site. The final decision and communication of accreditation status is the sole responsibility of the CACB Board.

2.2.2.1.8 Exit Meetings

These are meetings that include the specific group and the Visiting Team, during which the Team Chair reads the Team’s General Comments, Program Strengths, and Causes of Concern from the draft VTR. The Team Chair should remind all present that the VTR is still in draft form. No information regarding the Conditions or SPCs met and not met, or regarding the confidential recommendation, may be divulged in any form.

These meetings provide the opportunity for discussion and clarification, and are held in the following order:

* Program Head;
* Dean(s) or equivalent; and
* University President (or designate) and Provost (CAO)

Absolutely no information regarding the confidential Visiting Team recommendation should be communicated. This remains the role of the CACB Board, following its final decision.