



LIBERAL EDUCATION  
WASHINGTON, DC

*Application*

**International  
Program Accreditation**

**2010-2011**

**The American Academy for Liberal Education**

526 King St, Suite 203, Alexandria, VA 22314

Phone: 703.299.9030 Website: [www.aale.org](http://www.aale.org)



# **INTERNATIONAL PROGRAM ACCREDITATION**

Additional copies of the information regarding membership may be secured from:

**The American Academy for Liberal Education  
526 King St, Suite 203  
Alexandria, VA 22314**

Or by going to the Academy's website: [www.aale.org](http://www.aale.org)

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of the Academy.

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International Program Accreditation is an Academy membership status intended to allow well established institutions with programs concerned with the liberal arts to establish formal and publically recognized relations with the Academy. International Program Accreditation is granted for a period of up to five years.

With few exceptions, institutions outside the US are not permitted to participate in the US Department of Education Title IV Student Financial Aid program. As of Jan 1<sup>st</sup>, 2010, the Academy is not an accreditor for purposes of Title IV.

An institution should consider applying for accredited membership if:

the program/institution has been in continuous operation for more than five years and has a fully implemented core curriculum that comports with the Academy's *Standards and Criteria*.

the program/institution is duly licensed by the appropriate body within the Country where the campus exists and teaching are conducted.

Institutions or Programs seeking International Accreditation must demonstrate substantial compliance with the Academy's Eligibility Requirements, Education Standards, and Institution Standards through a detailed and concise self-study report and must also receive a peer evaluation visit.

During its term of membership, the institution/program must provide concise annual reports describing progress and developments in relation to compliance with the Academy's *Standards* and agree to fully adhere to the Academy's *Policies*, which includes payment of all costs associated with the accreditation process and annual dues. All institutional and program members of the Academy are required to complete and submit an Annual Institutional Reporting Form, as well as submit any additionally requested reports and respond to any correspondence from the Academy seeking additional information.

All AALE application materials and handbooks are available for viewing, downloading, and printing at: [www.aale.org](http://www.aale.org)

If you have any questions about Academy Accreditation, about this application packet, or about the Academy's accreditation policies and procedures, please contact us at any of the following phone numbers or electronic addresses:

Phone: (703) 299-9030

Email: [aaleinfo@aale.org](mailto:aaleinfo@aale.org)

Website: <http://www.aale.org>

## An Overview of the Application Process

The time required to achieve accreditation varies from case to case. The typical time frame from submission of the application to decision by the Academy's Board is 18 to 36 months. Below are brief descriptions of each step in the application process, along with an estimated timetable for completing these steps. Please note that this schedule is only approximate; the process may extend beyond the estimated time frame depending upon the circumstance. Much depends on the speed with which an institution acts, on the scheduling of the site visit by an AALE peer review team, and on the schedule of meetings for AALE's Council of Scholars and Board of Trustees.

Step 1. Institution contacts the Academy regarding possible accreditation.

Step 2. Institution or program submits the application with requested materials.

*Notes to Steps I and II:* The information requested in this Application Packet is designed to ensure that an institution meets the basic criteria for applying with the Academy. Supplying this essential information, along with a letter of intent and the various requested supporting documents, is the first formal step in the process leading to Accreditation. An application processing fee is required at the time the application is submitted. AALE reviews all information and materials returned with the completed Application Packet to determine whether the institution may proceed with the application process, or whether further information or materials are required. If all is in order, AALE will notify the institution that a staff site visit can be scheduled. The staff review of application materials will be completed within 90 days of receipt of the application and accompanying materials.

Step 3. Staff visits the applicant campus within six months of the completed and accepted application. This visit is conducted to allow the staff to verify the application materials, meet with the institutional and program administrators and to establish that the program is ready to begin the self-study process. If the staff determines that the institution or program is not in fact compatible with the Academy's mission or that the institution or program is not yet ready to begin the self study process, notice will be given within 60 days of the visit.

Step 4. Institution or program writes a comprehensive self-study addressing the Academy's *Standards and Criteria*. Typical time for completion of the self-study ranges from one semester to one full academic year.

Step 5. A date for the peer site evaluation visit is agreed upon. This visit should occur no later than the semester after the self study is completed so that the information is most up to date.

*Note to Steps III and IV:* AALE reviews the self-study for completeness and assembles a site visit team. AALE carefully selects distinguished scholars and administrators from institutions with profiles similar to that of the applicant institution. Using the self-study as a guide, the team makes a campus visit to evaluate that institution's instructional program. The site visit team then prepares a report detailing its findings and any recommendations.

Step 6. Once the site visit team completes its report, the Academy ensures that all materials have been submitted and completed and that the full file is ready for review by the Academy's Council of Scholars and Board of Trustees. This typically takes 30 days.

Step 7. The program or institution is allowed at least 30 days to submit written comment on the site visit report.

Step 8. The applicant institution or program is scheduled for review at the next available Council

and Board meetings. The Academy is required to give the public a 60 day notice through its website before consideration of the application.

Step 9. The Academy's Council of Scholars reviews the application materials, self-study, site team report and response by the institution before making any recommendations to the Academy's Board of Trustees. The Council meets apart from the Board and forwards its review to the Board for further reflection and review.

AALe's Council of Scholars is composed of recognized scholars from private and public, as well as secular and religious institutions throughout North America.

Step 10. The Board of Trustees meets to deliberate on the application of the institution or program. It does this principally by a thorough review of all materials noted above. The Board of Trustees is the only decision-making body of the Academy.

The Board of Trustees includes distinguished scholars and administrators from the higher education community, Academy member institutions, and nationally recognized representatives of other public and private organizations.

The Board may award accreditation with whatever stipulations it may deem appropriate; deny accreditation, noting the reasons for doing so; defer a decision if it believes that more information should be provided by the institution or program for it to render a sound decision.

Step 11. The Academy President communicates the decision of the Board to the applicant within 30 days of the Board meeting.

Any person authorized by the Chief Executive Officer of an institution may complete the information requested in these forms, but the Institutional Agreement included among the Eligibility Requirements *must* be signed by *both* the Chief Executive Officer and the chairman of the institution's governing board.

A letter of intent to apply for AALE Accreditation must also be submitted with the completed application, indicating the institution/program's agreement with the Academy's mission and principles.

The information requested on the Accreditation Application Form should be readily available from a small number of persons and offices. These may include the CEO, Academic Vice-President, Comptroller, Registrar, Counsel, and the office of institutional research.

The Institutional Profile Form allows an institution's narrative self-study to focus on questions of far greater interest to liberal arts faculty and administrators: undergraduate teaching and learning. AALE requires supporting documentation for certain parts of the application for Accreditation; these are clearly indicated in the several forms. In many cases an institution's catalog, bulletin, or other published sources will contain the requested information. At the appropriate places in the Application Form we ask for the title(s) of the supporting documents and the page numbers where the relevant information can be found. *Please be sure to include copies of all documents cited in this fashion with the completed application.*

This packet contains all the forms necessary to complete the application for Accreditation.

Electronic versions of these forms may also be downloaded from the Academy website:  
[www.aale.org](http://www.aale.org)

#### Application Fee

An application processing fee is required of all institutions applying for Accreditation by the American Academy for Liberal Education. This fee should be submitted with the completed application in the form of a check, money order or electronic wire made payable in United States dollars only to the "American Academy for Liberal Education." Applicants should contact the Academy's national offices for the current application fee.

#### Returning the Completed Application Packet

Please return the completed Application Packet, including all forms and required supporting documents, the signed Institutional Agreement Form, a the letter of intent and the application fee (All non-US institutions are to wire the funds in US dollars, so contact should be made prior to submitting the application to obtain this wiring information) to the following address:

American Academy for Liberal Education  
526 King St.  
Suite 203  
Alexandria, VA 22314

**PART I. INSTITUTIONAL INFORMATION**

**1. NAME OF INSTITUTION**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**City** \_\_\_\_\_ **Country** \_\_\_\_\_

**Main Telephone Number:** \_\_\_\_\_

**Institutional web site:** \_\_\_\_\_

**Program web site:** \_\_\_\_\_

**2. NAME AND TITLE OF CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Is the chief executive officer the presiding officer of the governing board of this institution?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**3. NAME AND TITLE OF CHIEF ACADEMIC OFFICER**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**4. NAME AND TITLE OF PRESIDING OFFICER OF GOVERNING BOARD**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**5. NAME AND TITLE OF INSTITUTIONAL ACCREDITATION LIAISON**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**6. INSTITUTIONAL CONTROL**

**Public** \_\_\_\_\_

**Private** \_\_\_\_\_

**Religious Affiliation:** \_\_\_\_\_

## PART II. AALE ELIGIBILITY REQUIREMENTS

All institutions applying for Accreditation or Preaccreditation must meet AALE's eligibility requirements. As indicated below, these requirements can be addressed by providing the information and documentation requested in the eligibility requirements form.

### A. Institutional Agreements and Administrative Structure

1. The institution must attest to:
  - a) its commitment and intent to comply with the criteria of the Academy, either current or as these may be modified hereafter, consistent with the policies and procedures of the Academy;
  - b) its understanding and agreement that the Academy may, at its discretion, make known to any agency or member of the public that may request such information, the nature of any action, positive or negative, regarding its membership status with the Academy;
  - c) its agreement to disclose to the Academy, at anytime, all such information as the Academy may require to carry out its evaluating and accrediting functions; and
  - d) its agreement to refrain from making any promotional use of its application for Accreditation or Preaccreditation prior to the actual granting of an accreditation status.

**Eligibility requirement (A.1) should be addressed by completing item (A.1), the Institutional Agreement included in the eligibility requirements form.**

2. The institution has a charter and formal authority from the appropriate government agency to confer degrees, certificates, or diplomas in the jurisdiction(s) in which the institution operates.

**Eligibility requirement (A.2) should be addressed by providing the information and/or documentation requested in item (A.2) of the eligibility requirements form.**

3. The institution has an active, policy-making governing board, which has the authority and duty to ensure that the institution achieves its mission. The presiding officer of the board, along with a majority of the other voting members, must have no conflicting contractual, employment, personal, or family financial interests in the institution.

**Eligibility requirement (A.3) should be addressed by providing the information and/or documentation requested in item (A.3) of the eligibility requirements form.**

4. The institution has a chief executive officer whose primary responsibility is to the institution. The chief executive officer cannot be the presiding officer of the board.

**Eligibility requirement (A.4) should be addressed by providing the information and/or documentation requested in item (A.4) of the eligibility requirements form.**

5. The institution agrees to disclose to the Academy its current and past accreditation status

with any of its institutional or program accreditors, including any adverse actions taken against the institution by any of those accreditors.

**Eligibility requirement (A.5) should be addressed by providing the information and/or documentation requested in item (A.5) of the eligibility requirements form.**

**B. Mission and Published Information**

6. The institution/program has a clearly defined, published mission statement that includes a commitment to liberal education and is appropriate to an institution of higher learning.

**Eligibility requirement (B.6) should be addressed by providing the information and/or documentation requested in item (B.6) of the eligibility requirements form.**

7. The institution has clear, accurate, and current published information describing its general education and all degree requirements.

**Eligibility requirement (B.7) should be addressed by providing the information and/or documentation requested in item (B.7) of the eligibility requirements form.**

8. The institution has clear, accurate, and current published materials accurately describing:
  - a. Degree programs.
  - b. Major and minor programs.
  - c. Tuition, fees, and refund amounts and policies.
  - d. Academic admissions and retention policies.
  - e. Policies and procedures directly affecting students.
  - f. Policies and procedures directly affecting faculty, administrators, and other personnel.
  - g. Academic credentials of faculty and administrators.

**Eligibility requirement (B.8) may be addressed by providing the information and/or documentation requested in item (B.8) of the eligibility requirements form.**

**Operations, Learning Resources, and Student Services**

9. The institution must be in regular operation and have students enrolled in baccalaureate degree programs at the time of the site evaluation visit.

**Eligibility requirement (C.9) should be addressed by providing the information and/or documentation requested in item (C.9) of the eligibility requirements form.**

10. The institution owns or ensures access to adequate learning resources and appropriate services in support of its courses, majors and other academic programs, degrees offered, and student services.

**Eligibility requirement (C.10) should be addressed by providing the information and/or documentation requested in item (C.10) of the eligibility requirements form.**

11. For each field in which a major is offered for a degree there is at least one full-time, competent faculty member with responsibility for oversight and coordination.

**Eligibility requirement (C.11) should be addressed by providing the information and/or documentation requested in item (C.11) of the eligibility requirements form.**

## **Financial Resources and Auditing**

12. The institution/program has established a financial base adequate to support activities consistent with its mission.

**Eligibility requirement (D.12) should be addressed by providing the information and/or documentation requested in item (D.12) of the eligibility requirements form.**

13. The institution must complete accurately the Institutional Profile Form included with the application.

**Eligibility requirement (D.13) should be addressed by completing the Institutional Profile Form included with the eligibility requirements.**

### **E. Eligibility Documents:**

All institutions/programs applying for Accreditation or Preaccreditation must submit the eligibility documents specified below.

- a. Evidence of degree-granting authority.
- b. Copies of the Articles of Incorporation and/or the legal charter.
- c. Current copy of the course catalog.
- d. Current copy of the faculty/staff handbook.
- e. Current copy of the student handbook.

Private institutions must submit AUDITS for the last three years.



Name and address of the agency conferring degree granting authority:

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Degrees the institution is empowered to confer by this authority:

---

Legal name of chartered institution if different from name publicly used:

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### A3. GOVERNING BOARD

Does the institution have an active policy-making governing board, which has the authority and duty to ensure that the institution achieves its mission?

Yes    No

Name of governing board:

How many members does the board have at this date?

(voting members)    (non-voting members)

What is the maximum number of members the board may have?

Does the presiding member of the board have a contractual, employment, personal or family, or financial interest in the institution?

Yes    No    If yes, please specify on an attached sheet.

Does a majority of the voting members of the governing board have contractual, employment, personal or family, or financial interests in the institution?

Yes    No    If yes, please specify on an attached sheet.

### A4. CHIEF EXECUTIVE OFFICER

Does the Institution have a chief executive officer whose primary responsibility is to the institution?

Yes    No

Is the CEO also the presiding officer of the institution's governing board? Yes    No

### A5. ACCREDITATION

Has the institution or program ever been accredited by another accreditor?

Indicate which agency and date of last renewal:

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Is this accreditation current or has it lapsed?

Has this agency ever taken any adverse action against the institution (e.g., notices or probations)? If so, please describe each action (attach a separate sheet if necessary):

2. Please list any and all accrediting agencies currently accrediting your institution or any of its programs (attach a separate sheet if necessary):

<u>Accrediting agency</u>	<u>Institution/program accredited</u>	<u>Date of last renewal</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information requested in eligibility requirements B.6 through E.1 below will most often be found in an institution's catalog, handbooks, bulletins, and other public documents. Please provide the title of the supporting document and the page numbers where the relevant information can be found. After the first full citation of a document, feel free to abbreviate.

*Please include copies of all documents cited in this fashion with the completed application.*

**B6. Mission Statement**

Does the institution/program have a clearly defined and published mission statement that includes a commitment to liberal education and that is appropriate to an institution of higher learning?

Yes\_\_\_\_No\_\_\_\_\_

Please provide title(s) and page numbers) of the published document containing the full text of institution's mission statement:

\_\_\_\_\_

**B7. General education program**

Does the institution have clearly defined and published information describing its general education requirements and programs?

Yes\_\_\_\_No\_\_\_\_\_

Please provide title(s) and page numbers) of the published document(s) that describes the institution's general education requirements and programs:

\_\_\_\_\_

**B8. PROGRAMS AND POLICIES**

Do the institution's published materials clearly and accurately describe:

a. Degree Programs?	<u>Yes</u>	<u>No</u>
b. Major and minor Programs?	<u>Yes</u>	<u>No</u>
c. Tuition, fees, and refund amounts and policies?	<u>Yes</u>	<u>No</u>
d. Academic admissions and retention policies?	<u>Yes</u>	<u>No</u>
e. Policies and procedures directly affecting students?	<u>Yes</u>	<u>No</u>
f. Policies and procedures directly affecting faculty, administrators, and other personnel?	<u>Yes</u>	<u>No</u>

