



## APPLICATION FOR ELIGIBILITY REVIEW for PROGRAM ACCREDITATION

**The American Academy for Liberal Education (AALE) accredits postsecondary liberal arts programs through the master's level in accredited U.S. colleges and universities and in colleges and universities outside the U.S.**

AALE offers two types of accreditation:

- 1) Within the U.S., *programmatic* accreditation for liberal arts programs offered by four-year and two-year colleges or universities that are accredited by a regional or other nationally recognized institutional accrediting body.
- 2) Outside the U.S., *international programmatic* accreditation for liberal arts programs offered by duly authorized colleges or universities.

To apply for eligibility review, please review the *AALE Program Standards* and *AALE Policies and Procedures* to understand AALE's scope of accreditation. In all cases, there are general eligibility requirements.

*All programs seeking accreditation, both within and outside of the U.S., must be operational and have provided instruction for at least one academic year.*

### Section 1: General program information

#### Contact information:

Name of program (seeking accreditation): \_\_\_\_\_

Name of university/college (within which program is located):  
\_\_\_\_\_

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Authorizing administrator (president, provost, or program chair):

Name (and title):

\_\_\_\_\_

Office address

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Institutional accreditation or authorization (check and complete the required information):

\_\_\_\_\_ We are located *within the U.S.*, and seek *programmatic* accreditation for a liberal arts program offered at the associate, bachelor's or master's level. Our institution is accredited by a regional or other nationally recognized institutional accrediting body.

The institution was accredited by \_\_\_\_\_

on (date): \_\_\_\_\_ with an expiration date of: \_\_\_\_\_

\_\_\_\_\_ The program is offered at our main campus.

\_\_\_\_\_ The program is offered at additional locations (full-service locations) that are also accredited by \_\_\_\_\_.

\_\_\_\_\_ Additional locations are not accredited by our recognized institutional accrediting body.

\_\_\_\_\_ The program is offered at auxiliary sites (classroom only locations).

\_\_\_\_\_ All auxiliary sites are included in the accreditation held by our home institution.

\_\_\_\_\_ Auxiliary sites are not accredited by our recognized institutional accrediting body.

\_\_\_\_\_ We are located *outside the U.S.*, and seek *international programmatic* accreditation for a liberal arts program offered by a college or university that is authorized to operate by:

\_\_\_\_\_

\_\_\_\_\_ The program is offered at additional locations (full-service locations) that have the same authorization to operate as the main campus.

\_\_\_\_\_ The program is offered at auxiliary sites (classroom only locations) which are included in the same authorization to operate as the main campus.

## Section 2: General eligibility criteria and descriptive materials

Check all that apply to your program:

\_\_\_\_\_ post-secondary program

\_\_\_\_\_ program has provided instruction for at least one academic year

Fill in and submit supporting documentation (see below) showing:

Date the program first enrolled and matriculated students \_\_\_\_\_

\_\_\_\_\_ The program is a term program

*If a term program, the length of each instructional period, term or semester is: \_\_\_\_\_*

\_\_\_\_\_ The program is a non-term program

Total number of students enrolled in each of the past three academic years:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Descriptive materials to be submitted:

All documents should be submitted in electronic format (a pdf, bookmarked document). All information must be submitted in English. *Note: Multi-campus institutions using common materials (marketing materials, curriculum, etc.) may submit a single set of documents for all of the relevant campuses.*

### 1. Mission

- a. Provide the mission statement

### 2. Informational materials

- a. Provide the URL for the program's website, the complete program description from the catalogue, and any marketing materials used to describe the program. The website and catalogue should include relevant information about the program, including the length of instructional periods.

### 3. Curriculum

- a. Provide a curriculum overview of the program, including the names and catalogue descriptions of all required and elective courses, the number of credits required by the program and the recommended distribution of those credits among required and elective courses, if applicable.

### 4. Faculty

- a. Submit the institution's policy regarding faculty credentials, verification of those credentials and the hiring process.
- b. Provide a list of current program faculty with the following information about each: name, educational credentials including the name of the awarding institution(s) and the name of the degree program, teaching experience, and relevant non-academic experience.

5. Facilities

- a. Provide a description of the facilities in which courses in the program are taught, including specialized laboratory or experiential learning facilities, equipment (especially science laboratories), study areas and/or meeting rooms available to students and/or faculty involved in the program.

6. Administrative structure

- a. Submit an organizational chart showing the administrative structure for the program and lines of reporting to senior college or university administrators.

7. Student services

- a. Provide a list of student support services available to students in the program, such as academic counseling, extra-curricular activities, and general support services offered by the program or the institution at which the program is offered.

**Section 3: Authority**

This eligibility review application form must be signed and submitted by the authorizing administrator.

I certify that (check each statement):

\_\_\_\_\_ I have read the *AALE Program Standards*, am aware of what the *Standards* require for a liberal arts program seeking accreditation and am ready to move forward with the accreditation process. (*U.S. applicants only*)

\_\_\_\_\_ I have read the *AALE Program Standards*, am aware of what the *Standards* require for an international liberal arts program seeking accreditation and am ready to move forward with the accreditation process. (*non-U.S. applicants only*)

\_\_\_\_\_ I have provided copies of the institution's letter(s) of accreditation as well as state authorization or licensure, where applicable.

\_\_\_\_\_ I confirm that the program has been in operation for at least one academic year prior to submitting this application.

\_\_\_\_\_ Funds are available to carry out the accreditation activities.

\_\_\_\_\_ I understand that approval of eligibility does not constitute accreditation, may not be used to promote the program, nor does it guarantee a positive accreditation outcome.

\_\_\_\_\_ The information in this application is true and correct to the best of my knowledge.

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Signature of authorizing administrator

Title \_\_\_\_\_

Date \_\_\_\_\_

## Submission Checklist

This checklist is provided to ensure that all necessary documentation has been included with this application for eligibility review.

### Mission

\_\_\_\_\_ Copy of mission statement

### Information materials

\_\_\_\_\_ URL for the institution's and the program's website, copy of brochure(s), or other marketing materials, with relevant information about the program, including the length of each instructional period

### Curricular materials

\_\_\_\_\_ Program curriculum overview and catalog materials describing the program, as well as course descriptions for all courses considered to be part of the program and the analysis of required credits

### Faculty

\_\_\_\_\_ List of current program faculty including credentials and teaching experience

\_\_\_\_\_ Copy of faculty hiring policy

### Facilities

\_\_\_\_\_ Description of facilities related to teaching the program

### Administrative structure

\_\_\_\_\_ Organizational chart

### Student services

\_\_\_\_\_ List of services available to students enrolled in the program

### Other

\_\_\_\_\_ Documents showing evidence of student enrollment for the past three academic years

\_\_\_\_\_ Current accreditation status (*for U.S. applicants only submit copy of the institution's accreditation letter*)

### Payment of eligibility fee

\_\_\_\_\_ Contact AALE for an invoice (*eligibility review will begin upon receipt of eligibility fee*)

**Submit application form and documentation as required (see checklist above) to:**

Attn: Accreditation Coordinator at [aaleadmin@aale.org](mailto:aaleadmin@aale.org)

If you have questions about any part of this this form, please contact AALE by email: [aaleinfo@aale.org](mailto:aaleinfo@aale.org).

American Academy for Liberal Education

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