



## STEPS to APPLY for INTERNATIONAL PROGRAM ACCREDITATION

The time required to complete the **American Academy for Liberal Education (AALE)** International Program accreditation process varies from case to case. Following is a brief description of the essential steps in the process.

International Program reviews accreditation information available on the [aale.org](http://aale.org) website and applies for *International Affiliate Membership*. If granted, program agrees to one-year term of *International Affiliate Membership* status.

- Step I. Program consults with AALE staff to determine readiness of program to apply for eligibility review.
- Step II. Program completes and submits Application for Eligibility Review with supporting documentation. (Eligibility review fee required)
- Step III. AALE staff reviews Application for Eligibility Review and supporting documents to determine if materials are complete and eligibility requirements are met.  
  
International Program completes one-year *International Affiliate Membership*.
- Step IV. Program receives notification to submit a formal letter of application and a plan for completing the self-study. A timeline for consideration of the application at a decision making session of the Board is reviewed. (Application fee required)
- Step V. Program submits the self-study and AALE staff reviews the self-study to determine if it is complete.
- Step VI. Program receives notification that the self-study is accepted as complete and agrees to host the required site evaluation visit. (Site visit fee required)
- Step VII. Site evaluation visit is conducted. Site visit report is prepared and program receives a draft copy.
- Step VIII. Program submits factual corrections to site visit report, then receives final copy of site visit report and submits formal institutional response.
- Step IX. Council of Scholars receives application materials for review and prepares a recommendation for the Board of Trustees.
- Step X. Board of Trustees takes formal action on application for accreditation.