**Please note that only institutions that are approved by the Commission to award baccalaureate degrees and that have received approval from applicable oversight agencies may apply for master’s degree approval (*Section II (C)(4)(a)(ii), Substantive Standards, Standards of Accreditation*)**

**GUIDELINES FOR SUBMISSION - PLEASE REVEW PRIOR TO SUBMISSION:**

1. The school must ensure that the **Payment Submission Form** of this application is included and identifies the correct fee amount, check information, and indicates the correct and applicable school(s).

2. The school must provide a response and all appropriate supporting documentation to all items below. The Commission may not process the application and may require a new submission from the school if the application is found to be incomplete.

3. The completed application should not exceed **100 pages** total and should include only the required information. Do not provide copies of the school catalog or information that does not pertain to the items in this application.

4. Prior to final submission of this application, review the entire submission to ensure that all required information is provided, that all intended attachments are included, and that the submission is free of errors and typos.

**ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:**

1. Electronic Submissions may not be transmitted to the Commission via e-mail.
2. The school’s response must be prepared in accordance with ACCSC’s [Instructions for Electronic Submission](http://www.accsc.org/UploadedDocuments/Instructions%20for%20Electronic%20Submission%204%201%202014%20web.docx) (e.g., prepared as one Portable Document Format (“PDF”) file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.
3. Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application: [Forms and Reports](https://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx)-Guidance/Sample Applications.ACCSC encourages the school to review this module prior to submitting this application.
4. Additionally, **do not copy and paste** answers from previous applications.

**I certify that the information herein and attached hereto is correct and that this degree program has not been described in the catalog, advertised or offered to students.**

**I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School #** | **School Name** | **Type** | | **City** | **State** | **Degree Granting\*** | |
|  |  | Main: |  |  |  | Yes: |  |
| Branch: |  | No: |  |

**\*** Please note, that this application is a Substantive Change Level II and must be reviewed and approved by the full Commission at one of its scheduled meetings.

|  |  |  |
| --- | --- | --- |
| **Contact Person** | **Phone** | **Email** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Title**  *(e.g. Business Administration)* | **Length of Program**  *(in Months)* | **Full Credential & Abbreviation**  *(e.g. Master of Science – MS)* | **Proposed Start Date** |
|  |  | Select Credential |  |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Distribution**  *(Must match the Outline of a Degree Program form)* | **Standards**  **Semester/ Quarter Credit Hour Requirements** | **Credit Hours** | |  | **Externship Information** *(Externship hours as listed on the Outline of a Degree Program; may include multiple courses)* | |
| **Semester Credit Hours** | **Quarter Credit Hours** |
| Technical | 24/36 |  |  | Total Externship Clock Hours: |  |
| Electives / Non-Technical\* | 6/9 |  |  |
| Total Externship Credit Hours: |  |
| Total | 30/45 |  |  |

\*The school is not required to have Electives / Non-Technical courses, however if the degree requires only technical courses, the degree must have at a minimum 30 semester / 45 quarter credit hours of technical courses.

|  |  |  |
| --- | --- | --- |
| **PROGRAM DELIVERY METHOD (***Select One)***:** | **YES[[1]](#footnote-2)** | **NO** |
| Is the school seeking to offer the proposed program via distance education? |  |  |

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY CRITERIA** *(Select One)***:** | **YES** | **NO** |
| The school is currently approved to offer an ACCSC-approved baccalaureate degree program. |  |  |
| The school is currently approved to offer an ACCSC-approved Master’s degree program. |  |  |
| The proposed degree program is approved to be offered at an affiliated school**. If YES: please submit the copy of the approval letter and Outline of Degree Program.** |  |  |

**Application Processing Fee**

Processing Fee: Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding application(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included.

* 1st School application: $1,500
* Any additional **Simultaneous and concurrent** affiliated[[2]](#footnote-3) school application: $750

**Please note**, should an application be deemed incomplete, the school will receive a request for additional information via email. If, upon review of the additional information, the application is still incomplete, the school will receive a deferral letter requesting additional information and the school will be assessed a **$150** **application deferral fee** for the submission of the additional information, which must be paid upon the submission of the additional information response.

**Details of the Proposed Program**

**A. Justification for the Institution to Offer the Proposed Program**

1. Provide the school’s current mission statement.
2. How is the proposed curriculum consistent with the institution’s mission and other institutional goals and objectives?

**B: Viability of the Proposed Program** (*Section II (A)(2), Substantive Standards, Standards of Accreditation*)

1. Include a data-driven assessment of potential student **enrollment:**
   * Provide local and national factors that may affect the proposed program’s enrollments.
   * What other education institutions, located in the surrounding areas, may offer the same or similar program (e.g., competing institutions/programs).
   * From the data above, provide a brief description as to how competing institutions offering similar programs may impact the school’s retention and graduation rate of students enrolled in the proposed program.
2. Provide enrollment projections of the proposed programs for the next three fiscal years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Projected Enrollment** | **Projected Capital Investment** | **Projected Expenses** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Provide an analysis of the local and national **demand for graduates** from the program’s area of study (must include data from reputable sources, graphics illustrating comparative graduation and employment rates from similar programs offered competing institutions etc.).

Evaluation should include information about each of the following:

* + Needs of employers;
  + Local employment outlook;
  + Earning potential for graduates;
  + Need for training; and
  + Local and national factors that may affect the proposed program’s graduation outcomes.

1. Provide a detailed justification as to how the completion of a master’s degree program is more beneficial to graduates than the completion of a bachelor’s degree.
2. Has the school previously discontinued a program with similar program objectives?

|  |  |
| --- | --- |
|  | YES |
|  | NO |

If yes, explain the reasons for the previous discontinuation of the program and describe how the school determined the success of the program going forward.

**C. Program Design, Development, Evaluation, and Organization** (*Section II (A)(2) (4) and (C)(4), Substantive Standards, Standards of Accreditation*)

1. Describe the step by step process the school underwent to design the curriculum **of the proposed program**. (Include ways the school sought information from internal and external resources, subject matter experts, etc.)
2. Describe how the school determined that the courses within the proposed degree program are appropriately classified as graduate level (*Section II (C)(4), Substantive Standards, Standards of Accreditation*).
3. Describe the school’s ongoing systematic and evidence-based process to evaluate programmatic curriculum and course content for the proposed program (*Section II (A)(4)(a), Substantive Standards, Standards of Accreditation*).
4. Provide a narrative justifying the length of the proposed program and how the length of the program is appropriate to enable students to achieve the program objectives.
5. Explain how the school determined that the breakdown of the number of clock hours/credit hours for technical/occupational courses is appropriate for didactic, supervised laboratory, and externship.
6. Provide a breakdown of the estimated number of hours students will spend *each week* in class, lab, and on outside/ out-of-class work (i.e. homework) (outside work is only applicable to credit hour programs).

|  |  |  |
| --- | --- | --- |
| **In Class** | **In Lab** | **On Outside Work** |
|  |  |  |

1. Provide the institutional **processes** and **procedures** used to determine the average amount of time expected for outside of class preparation
2. An Outline of a Degree Program (available on the ACCSC website).
3. Provide course descriptions for each course required for completion of the proposed program[[3]](#footnote-4). (**Note**: *Course credit hours may only round down to the nearest whole or half credit.*)
4. Describe how the courses within the proposed degree program are designed and will be offered in a way that provides for a distinct level of post-undergraduate education, fosters independent learning, and cultivates an understanding of research methods appropriate to the academic discipline *(Section II (C)(4)(b)(ii), Substantive Standards, Standards of Accreditation)*.
5. **If proposed program is the first Master’s Degree program at the school:** Provide the school’s future plans to enhance its infrastructure to accommodate the degree program in the area of student services (i.e. Student advising, disability support, employment assistance).

**D. Documentation of State Authorization and Programmatic Accreditation** (*Section I (D)(4)(b), Rules of Process and Procedure, Standards of Accreditation*)

1. Provide program approval from the state (or applicable regulatory agency) with the title and approved clock and credit hours (**The state approved clock and credit hours and program information must match the proposed program information as noted in this application**).

**-or-**

If the state requires Commission approval prior to final state approval, please provide a copy of the institutional recognition/licensure from the state (e.g., State licensure to operate an accredited institution, License by means of accreditation).

1. Is programmatic accreditation required for graduates to seek licensure in a specific field? (*Section II (A)(1)(b), Substantive Standards, Standards of Accreditation*):

|  |  |
| --- | --- |
|  | YES |
|  | NO |

Does the school plan to apply or has the school applied for programmatic accreditation related to the proposed program?

|  |  |
| --- | --- |
|  | YES |
|  | NO |

**If the school checked “YES” to one or both from above, provide the following**:

* A narrative regarding the school's intent/plans for seeking such accreditation;
* A timeline for obtaining accreditation;
* Any specific hiring criteria for program chairs and/or faculty; and
* The programmatic accreditor’s standards and requirements relative to licensure, if applicable.

1. Is licensure required for graduates to gain employment in the field related to the proposed program?

|  |  |
| --- | --- |
|  | **YES** - Provide a copy of a drafted licensure disclosure (i.e., website, catalog) that will be provided to potential applicants disclosing the licensure requirements (e.g. licensure examination) expected to be completed after graduation from the proposed program. |
|  | **NO** |

1. Is the student required (by the school and/or state) to complete and pass a national certification exam to gain employment in the related field?

|  |  |
| --- | --- |
|  | **YES** - Provide a copy of a drafted licensure disclosure (i.e., website, catalog) that will be provided to potential applicants disclosing the licensure requirements (e.g. licensure examination) expected to be completed after graduation from the proposed program. |
|  | **NO** |

**E. Student Instructional Materials for the program** (*Section II (A)(5)(a), Substantive Standards, Standards of Accreditation*)

1. Provide a list of the textbooks, instructional aids, and training materials that will be required of the student to obtain for this program? Include **publication dates for textbooks (Note: Copyright dates are not publication dates)**
2. In what way are these materials sufficiently comprehensive and how do they reflect current occupational knowledge?

**F. Institutional Materials and Equipment for the program** (*Section II (A)(5)(b-c), Substantive Standards, Standards of Accreditation*)

1. Does the school intend to expand existing facilities? If so, has the school submitted the appropriate and required report/application (e.g., Facility Expansion Report or Application for a Satellite Location)?
2. Does the school plan to enhance the existing facilitiesto accommodate the offering of the proposed program? If so, what enhancements will be made?
3. Describe any equipment the school currently possesses for the proposed program **and** the equipment the school will obtain for the proposed program?
4. Provide proposed **program budget** showing the future allocation of financial resources to support the program including resources for faculty salaries, educational materials, learning resource materials, supplies/equipment, advertising and how this is sufficient to operate the new program.

**G. Program Disclosures/Catalog Presentation** (*Section IV (C)(1), Substantive Standards, Standards of Accreditation*):

1. Provide a draft catalog presentation of the proposed degree program as it will appear in the applicable sections of the catalog and include only the relevant items as listed below specific to the proposed degree program (**do not include a copy of the school’s complete current catalog**) (*Section IV (C)(1), Substantive Standards, Standards of Accreditation*)*:*

* Maximum number of students in a classroom or laboratory (Catalog Checklist, Item #7).
* The school’s admissions requirements (Catalog Checklist, Item #8).
* A description of the proposed program **only** (Catalog Checklist, Items #25, #27, #28, #30, #32, #33).
* Graduation requirements (Catalog Checklist, Item #17).
* The credential to be awarded upon completion of the proposed degree program (Catalog Checklist, Item #35).

**Institutional Preparation for the Proposed Program**

**H: Faculty Qualifications** (*Section III (B), Substantive Standards, Standards of Accreditation*)

1. If the school plans to hire faculty to teach Technical/ Occupational courses in the master’s degree program, submit the specific hiring criteria and timelines of when faculty will be hired.
2. If faculty have already been hired, complete the chart below by listing the faculty teaching technical courses in the master’s degree program and demonstrate that at least 50% of the graduate level courses are taught by faculty who have a minimum of four years related practical work experience in the subject area(s) taught (Note: Instructional experience does not qualify as practical work experience), an earned doctorate degree or other terminal degree in a related field of study, and appropriate preparation in the subject area taught *(Section III (B)(10)(a) Substantive Standards, Standards of Accreditation*). In addition, provide the course title(s)/course number(s) for each course that the faculty member will teach in the proposed program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FACULTY TEACHING TECHNICAL/OCCUPATIONAL AND OTHER COURSES** | | | | | | |
| **Instructor Name** | **Proposed Program Course**  *Title(s) / Number(s)* | **Degree Earned**  *Include: Subject, Credential, Year & Institution(s)* | **Practical Work Experience**   * + Minimum of four (4) years’ work experience in the subject area.   + Earned doctorate degree or other terminal degree in a related field of study.   + Instructional experience does not qualify as practical work experience. | | | |
|  |  |  | Job Title, Place of Employment, and Description of Work Experience | **From** *(m/y)* | **To**  *(m/y)* | **# Years** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**I: Program Advisory Committee** (*Section II (A)(4)(b) & Appendix III, Substantive Standards, Standards of Accreditation*)

1. Provide a list of the local Program Advisory Committee members for each campus (**Note**: *Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (****i.e., non-school employees*)**) for each program or group of related programs, using the following chart.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School Name:** | | | **School Number:** | | | |
| **Program Name:** | | | **Credential:** | | | |
| **PROGRAM ADVISORY COMMITTEE** | | | | | | |
| **Advisory Committee Member’s Name** | **Title**  **Company**  **Address**  **City, State** | **Telephone Number**  **Email Address** | **Review Responsibilities**  *(check as applicable)* | | | |
| Employer / Practitioner | Educator, Regulator, etc. | Master’s degree | Distance Education |
|  |  |  |  |  |  |  |

1. For each member identified above to review graduate level education, demonstrate that each has **graduate level education experience qualifying them to appropriately review and comment on the school’s graduate level education.**
2. Submit minutes of the PAC meeting(s) to demonstrate the committee’s *review* and *comments* on the proposed degree program including the appropriateness of the **curriculum objectives, content**, and **length.**  *(Section II (A)(4)(b)i) and Appendix III, Substantive Standards, Standards of Accreditation).*

**J: Learning Resource System** (*Section II (A)(6), Substantive Standards, Standards of Accreditation*):

1. Provide a narrative regarding how the school’s learning resource system meets objectives of the proposed program. Include elements such as:
   * Relevant and current texts and periodicals;
   * Research journals and databases;
   * Standard works of reference
   * Multi-media and/or electronic resources;
   * Electronic library resource technologies;
2. **If proposed program is the first Master’s Degree program at the school:**Provide the school’s future plans to enhance its infrastructure to accommodate the degree program in each of the following areas:

* Incorporated technology to assist with interaction between faculty and students;
* Multimedia technology use for program instruction;
* Library audio and visual resources (e.g., podcast, audio blogs, drawings, etc.); and,
* Library link resources (e.g., other databases)

1. If the school plans to hire a learning resource system (LRS) supervisor, submit the specific hiring criteria to be used and the timeline for when the position will be filled.

**-or-**

If an LRS Supervisor has been hired, complete the following chart and demonstrate that the school has an individual qualified to oversee and supervise the learning resource system. Schools that offer a baccalaureate degree or higher must have a learning resource system coordinated by an individual holding a master’s degree in either the library science or information specialist fields (*Section II (A)(6)(d), Substantive Standards, Standards of Accreditation*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Name:** | | | **School Number:** | | |
| **LRS SUPERVISOR** | | | | | |
| **Staff Name** | **Position** | **Degree/Credential Earned** *(Year)* | **Description of Work Experience and/or Training for the Position** | **From** *(m/y)* | **To (***m/y)* |
|  |  |  |  |  |  |

**K: Management and Educational Administration** (*Section III (A)(1)(b) (d), Substantive Standards, Standards of Accreditation*):

1. If the school plans to hire Program Head and/or any other management personnel, submit the specific hiring criteria to be used and the timeline for when the position(s) will be filled.

**-or-**

Complete the following chart to demonstrate that the school has sufficient educational administration to support the proposed degree program specific to the Director of Education and Program Head (e.g., lead faculty, department chair, dean, etc.) (*Section III (A)(1)(b and d), Substantive Standards, Standards of Accreditation*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Name:** | | | **School Number:** | | |
| **MANAGEMENT PERSONNEL** *(Include Director of Education and Program Head)* | | | | | |
| **Staff Name** | **Position** | **Degree/ Subject/ Credential Earned** *(Year)* | **Description of Work Experience and/or Training for the Position** | **From** *(m/y)* | **TO (***m/y)* |
|  | Director of Education |  |  |  |  |
|  | Program Head |  |  |  |  |

**Externship**

**L: Externship** (*Section II (A)(7), Substantive Standards, Standards of Accreditation*)

1. Does the proposed program include an externship? (Note: An externship is a component of a program that is offered in a bona fide occupational setting for which training and education are provided) If **yes**, provide the following:

* A written training plan or course syllabus that identifies the students’ goals, as well as the applications and experiences that are to be accomplished during this specific externship (i.e., technical skills, knowledge)(*Section II (A)(8)(b), Substantive Standards, Standards of Accreditation*).
* The on-site evaluation criteria (i.e., externship evaluation form), which will be utilized at an externship site to assist in grading the students’ attainment of the training objectives in this specific externship.

1. If the school intends to hire an externship supervisor/coordinator submit the specific hiring criteria to be used for the selection of the faculty or staff member and the timeline for when the position will be filled. If the school already has an externship supervisor/coordinator, complete the following chart (*Section II (A)(8)(c), Substantive Standards, Standards of Accreditation*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Name:** | | | **School Number:** | | |
| **EXTERNSHIP SUPERVISOR / COORDINATOR** | | | | | |
| **Instructor Name** | **Proposed Program Course**  *Title(s) / Number(s)* | **Degree Earned**  *Include: Subject, Credential, Year & Institution(s)* | **Practical Work Experience**  *(Note: Instructional experience does not qualify as practical work experience)* | | |
|  |  |  | Job Title, Place of EMPLOYMENT, AND Description of Work Experience | **From** *(m/y)* | **To** *(m/y)* |
|  |  |  |
|  |  |  |
|  |  |  |

1. Note that **any externship that is greater than one-third** of the total length of the program requires review and approval by the Commission, with the exception of cases where the length of the externship is due to requirements of another accrediting or certification agency. In such instances, schools must provide evidence of these requirements to the Commission. (*Section II (A)(7)(e), Substantive Standards, Standards of Accreditation*). If the school is adding an externship or increasing the number of externship clock and/or credit hours whereby the externship exceeds one-third the total length of the program, provide the following:
   * + - * Justification as to how the externship length is appropriate for the program, content, and objectives.
         * If the externship length is required by the state, programmatic accreditor, or other regulatory authority, please explain the specific regulatory requirements **and** provide documentation (i.e. regulatory agency requirements and correspondences) that supports the justification and/or requirement for the externship length.

**N. Culminating Experience** (*Section II (C)(4)(b) (iv), Substantive Standards, Standards of Accreditation*)

1. Describe in detail the applied, integrated or culminating experience required for program completion (e.g., capstone experience, comprehensive examination, research project, or thesis) *(Section II (C)(4)(b)(iv), Substantive Standards, Standards of Accreditation).*
2. Provide supporting documentation to include the course(s) syllabus **and** evaluation criteria, which will be utilized to assist in grading the students’ attainment of the training objectives in this culminating experience.

**SUBMISSION REQUIREMENTS**

The school must upload this application directly to ACCSC’s College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](https://college360.accsc.org/logon.aspx). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for College 360 DMS Submissions can be found [here.](https://www.accsc.org/wp-content/uploads/2023/09/Instructions-for-Electronic-070115.pdf) A detailed overview on how to upload a school submission can be found [here.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.accsc.org%2Fwp-content%2Fuploads%2F2023%2F09%2FSchool-Submission-Project-Full-Directions-v3.docx&wdOrigin=BROWSELINK)

**INSTITUTIONAL DEVELOPMENT**

**PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL #(s)** | **SCHOOL NAME(s)** | **CITY** | **STATE** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **APPLICATION TYPE(s)** | **NAME OF PROGRAM(s)**  (*if applicable*) | **PAYMENT AMOUNT(s)**  (*Enter payment amount for each application type*) |
|  |  |  |

|  |  |
| --- | --- |
| **TOTAL PAYMENT AMOUNT** | **CHECK NUMBER** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF CONTACT PERSON** | **TITLE** | **PHONE NUMBER** | **EMAIL** |
|  |  |  |  |

**\* Please submit a payment submission form with each check payment.**

**Submit To: Operations Department**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

1. If the school intends to offer the proposed program via distance education, the school **must** submit the appropriate application (i.e. Application for Expansion of Distance Education Approval or Application for Initial Distance Education Approval), as applicable. **Note: the distance education application must be submitted concurrently with this application for review and approval.** [↑](#footnote-ref-2)
2. An affiliated school is defined as a school in a system of schools. As such, if the school is applying for a new program in affiliated system school(s), the processing fee is $750 for an affiliated school. Note that the school (s) must submit application at the same time and for the exact same program. . [↑](#footnote-ref-3)
3. The estimated number of hours (clock or credit) awarded per course must conform to generally accepted practice in higher education (e.g. 3 semester credit hours / 4 quarter credit hours) (*Section II (A)(3)(g), Substantive Standards, Standards of Accreditation*). [↑](#footnote-ref-4)