

## **Release notes for Accreditation Process, Policies, and Procedures (AP3), fourth edition June 2015**

The fourth edition of the *Accreditation Process, Policies, and Procedures (AP3)* manual, released in June of 2015, was prepared by the Office for Accreditation with stakeholder input and approved by the Committee on Accreditation and the ALA Executive Board. This edition includes a few significant changes as well as copy edits, clarified language, and standardization of terms. Some sections have been reordered or reorganized to make more logical sense. Significant updates to individual sections are summarized or excerpted below. Please consult the complete AP3 document for specific language.

The fourth edition supersedes the previous edition and is effective immediately, with exceptions noted below and in individual sections in the document.

### **I.2 Accreditation terminology (and throughout AP3)**

The following terminology has been updated for clarity:

- Self-Study (previously Program Presentation).  
*Effective: for all programs with comprehensive reviews in spring 2017 and beyond; Programs with comprehensive reviews in fall 2015 through fall 2016 may continue to use the term, Program Presentation.*
- Program Head (previously Dean).

### **I.7 Accreditation statuses (disclosure of status)**

As a public protection, including for prospective students, any reference to ALA accredited status or display of the ALA Accredited logo must include the specific status as granted by COA: Candidate, Conditional, Continued, Initial, Precandidate, or Withdrawn. Specific language to use is indicated in individual status sections ([I.11.2](#), [I.12.1](#), [I.13.1](#), and [I.14](#)). *Effective within 30 days of notice from the Office for Accreditation.*

### **I.10 Candidacy status and Initial accreditation of an additional program**

*Added:* Indicators for determining if a program is separate and should be brought forward for Candidacy and Initial accreditation.

### **I.13 Conditional accreditation**

*Added to 2nd paragraph:* Either review visit would normally occur three (3) years after the program is placed on Conditional status, unless evidence or circumstance in the interim necessitates other action by COA. A one-year extension is possible under extraordinary circumstances upon approval by COA.

*Deleted from third paragraph:* ~~Conditional status may be lifted prior to the scheduled visit if sufficient progress can be shown.~~ *Effective with accreditation decisions made in June 2015.*

### **I.14 Withdrawal of accreditation and IV.4.2 Program status during appeal (disclosure of status)**

*Added:* A withdrawal decision is made public seven calendar days following notification to the program. If an intent to appeal is filed, the program retains its listing in the Directory of ALA-Accredited Programs, with the status noted as Withdrawn, Appeal Pending. While an appeal is in progress, the program retains Conditional status with regard to student status and required program reporting.

### **I.15 Accreditation decisions**

*Added:* No new materials (print or electronic) are accepted or considered by COA at the meeting or within 30 days of the meeting.

### **I.22 Institutional or programmatic changes**

*Added:* Any change in executive administration must be communicated in writing to the Office for Accreditation within 30 days. *Effective within 30 days of notice from the Office for Accreditation.*

### **1.23 Fees**

Annual Candidacy status fee: \$1,100; Annual accreditation fee: \$1,100. *Effective with fall 2015 billing.*

*Added:* Appeal filing fee. A program that chooses to file an appeal after receiving an accreditation decision of Withdrawn accreditation or Denial of Initial accreditation must submit a non-refundable appeal filing fee along with the document upon which the appeal is based. Current appeal filing fee: \$2,500. (Also, IV.7.3: Appeal expenses).

## **II. Guidelines for the Self-Study and the Comprehensive Review**

*Renamed section. Programs with comprehensive reviews in fall 2015 through fall 2016 will continue to use the term, Program Presentation.*

### **II.1.2 Change in review dates**

*Added:* Evidence or circumstances in the interim between comprehensive reviews may necessitate rescheduling of the review visit by COA.

### **II.6 Development of the Self-Study**

*Added:* The review visit may be postponed for up to one year if the ERP Chair and/or Director of the Office for Accreditation determine that the Plan for the Self-Study, the draft of the Self-Study, or the final Self-Study does not meet the requirements specified in AP3.

### **II.7.4 Examples of evidence that might be used to indicate compliance with the 2015 Standards for Accreditation**

*Updated list for 2015 Standards. (Programs using the 2008 Standards should refer to AP3, third edition, for that list of evidence.)*

### **II.11 Meeting with the Committee on Accreditation to close the comprehensive review**

*New section.*

### **III.2 Composition of the External Review Panel**

*Change to first paragraph:* An External Review Panel (ERP) typically consists of three (3) to six (6) members.

*2<sup>nd</sup> paragraph updated to reflect the current appointment process and to clarify the role of the Canadian observer and guidelines regarding confidentiality and conflicts of interest.*

### **IV.4.2 Program status during appeal**

*See section I.14 above for program status change and public disclosure of status.*