

PROGRAMMATIC ACCREDITATION APPLICATION (sample)

To be used as a reference only

***All applications will be completed and
submitted online at
abhe.weaveeducation.com/register***

Prior to submitting an application, please contact ABHE via email coa@abhe.org or call 407-207-0808 to set up a one-day Preliminary Visit to your campus by an ABHE Commission Staff Representative.

The Conditions of Eligibility (found in the COA Manual), Tenets of Faith and Fee Schedule are found at <https://www.abhe.org/accreditation/accreditation-documents/>

An invoice for the application fee will be emailed once the application documents have been received.

Application deadlines: May 15, September 15, and December 15

Institutional Data

Name of Institution	
Street Address	
City/State/Zip	
Phone Number	
Email Address	
Main Website URL	
URL to Public Outcomes Data	

Administrative Officers – Contact Information

Description	Name (Title First Last)	Position Title	Email Address	Highest Degree Earned
Chief Executive Officer				
Accreditation Liaison				
Chief Academic Officer				
Chief Student Development Officer				

Chief Financial Officer				
Chief Advancement Officer				
Spiritual Life Director				
Information Technology Director				

Governing Board Chair – Contact Information

Name (Title First Last)	Home Address	Email Address

Institutional Characteristics

1. **Credit Hour System** (check the one that applies to your institution)

Semester Hours – 37.5 hours of academic engagement <i>or the equivalent</i> for one credit hour (typically 750 minutes in class with 1,500 minutes out-of-class preparation)	
Quarter Hours – 25 hours of academic engagement <i>or the equivalent</i> for one quarter hour (typically 500 minutes in class with 1,000 minutes out-of-class preparation)	
Clock Hours – actual hours of instruction recorded rather than credit hours	
Competency Based – demonstrated competencies count toward graduation requirement	

2. **Academic Calendar** – length of academic terms in weeks, starting with the fall term (Ex.: 16 - 1 - 16 - 4 means a 16-week fall term, 1-week winter term, 16-week spring term, and 4-week summer term)

Academic Calendar:	
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3. **Branch Campuses** – An additional location of an institution that is geographically apart and independent of the main campus **and** (1) is permanent in nature; (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; (3) has its own faculty and administrative or supervisory organization; and (4) has its own budgetary and hiring authority (**complete only if programs to be accredited are offered at the site**)

Name (if applicable)	Street Address, City, State, Zip	Programs for which 50% or more of program can be completed at this site

(add rows to table as needed)

4. **Additional Locations** – A facility that is geographically apart from the main campus of the institution and at which the institution offers at least 50% of a degree, certificate or diploma. An additional location may qualify as a branch campus and be subject to requirements pertaining to branch campus. *Any educational site at a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional institution is considered an additional location regardless of the percentage of programs offered. (complete only if programs to be accredited are offered at the site)*

Name (if applicable)	Street Address, City, State, Zip	Programs for which 50% or more of program can be completed at this site

(add rows to table as needed)

5. **Extension Sites** – Off-campus site where students and faculty regularly meet in classes and where students may not complete 50% or more of course work toward requirements for one or more of the institution's degrees, certificates, or diplomas via face-to-face or hybrid courses. **(complete only if courses for programs to be accredited are offered at the site)**

Name (if applicable)	Street Address, City, State, Zip

(add rows to table as needed)

6. **Does the institution have permission from the appropriate governing agencies to operate its main campus and sites (in questions #3, #4, & #5)?** ___ Yes ___ No

If no, please explain below:

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7. **Distance Education/Online Education** – courses offered via online or other technologies to deliver instruction to students who are separated from the instructor, but where regular and substantive interaction occurs between the students and the instructor, either synchronously or asynchronously

Is the institution a member of NC-SARA? (yes/no)	
Do you offer 50% or more of any of the programs to be ABHE accredited via distance education/online? (yes/no)	

8. **Correspondence Education** – courses in which the institution provides instructional materials by mail or electronic transmission to students who are separated from the instructor, and interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student

Do you offer 50% or more of any of the programs to be ABHE accredited via correspondence education? (yes/no)	
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9. **Control/Affiliation**

Give the name of the denomination by which your institution is controlled or to which it is closely affiliated. If none, enter "Independent."	
If independent, identify the theological perspective to which your institution adheres (e.g., Baptist, Wesleyan). If courses are taught from an interdenominational perspective, enter "Interdenominational."	

10. **Accreditation by USDE or CHEA recognized agency other than ABHE**

Name of accreditation agency	Year first granted accreditation

(add rows to table as needed)

Programs to be Accredited

1. List all academic programs that the institution is seeking to have accredited through ABHE programmatic accreditation (programs for academic credit only).

Degree, Diploma, or Certificate Name	Program Name (Major or Concentration)	Credit Hours Required for Completion	If Competency-Based Education, Competencies Required for Completion	Number of Graduates During Most Recent Academic Year

(add rows to table as needed)

2. Undergraduate Programs Requirements

Biblical/Theological Studies	YES	NO
Do any of the four-year certificate or degree programs to be ABHE accredited require <u>less</u> than 30 semester hours (45 quarter hours) of biblical/theological studies?		
Do any one-year or two-year certificate or degree programs to be ABHE accredited require <u>less</u> than 12 semester hours (18 quarter hours) of biblical/theological studies?		
General Studies		
Do any four-year degree programs to be ABHE accredited require <u>less</u> than 30 semester hours (45 quarter hours) of general studies?		
Do any two-year degree programs to be ABHE accredited require <u>less</u> than 15 semester hours (24 quarter hours) of general studies?		

If you answered YES to any question in this section, please provide an explanation below.

3. Graduate Program Requirements

Program Length	YES	NO
Do you offer any graduate certificates to be ABHE accredited that require less than 24 semester hours (36 quarter hours) of credit?		
Do you offer any master degrees to be ABHE accredited that require less than 30 semester hours (45 quarter hours) of credit?		
Do you offer any doctoral degrees to be ABHE accredited that require less than 30 semester hours (45 quarter hours) of credit?		

If you answered YES to any question in this section, please provide an explanation below.

Enrollment Data

1. 5-Year Annualized Enrollment

Instructions: List annual enrollment data (**unduplicated headcount**) for the past five years for the above programs combined. If the institution has not been in operation for five years or has not offered programs at the indicated level, enter n/a for any year prior to operation. Separately count the number of undergraduate students and graduate students enrolled in one or more credit courses during the 12 months ending with the close of the last fiscal year (for most institutions June 30). Do not count any student twice. Do not include audit hours or students who took no courses for credit. Do the same for the previous four years.

	5 Years Ago	4 Years Ago	3 Years Ago	2 Years Ago	Last Fiscal Year
Undergraduate students					
Undergrad. credit hours					
Graduate students					
Graduate credit hours					

Outcomes Data

1. Retention Rate, Most Recent Academic Year

Instructions: Calculate the percentage of full-time, first-year, degree-seeking undergraduate students at your institution last Fall who enrolled this Fall for the programs to be accredited by ABHE. Include first-time freshmen of last year who began in the Summer term and those who earned college credits before graduating from high school. Exclude Spring and Summer recipients of a one-year certificate who did not re-enroll this Fall and students who died or entered the armed services, an official church mission assignment, foreign aid service for the government, or a higher level program at another institution accredited by a recognized accrediting agency.

Program	Retention Rate
	%
	%
	%

(add rows to table as needed)

2. Graduation Rate, Most Recent Cohort (undergraduate only)

Instructions: If the longest program to be accredited is a 4-year program, identify all full-time, first-year, degree-seeking students who were enrolled at your institution in all of the programs to be accredited by ABHE the Fall term 6 years ago. If the longest program you offer is a 2-year program, identify all full-time, first-year, degree-seeking students who were enrolled at your institution in the Fall term 3 years ago. Calculate the percentage of students from this cohort who completed their program of study within 150% of the normal full-time period of study for that program. Consider students who transfer to another program of longer duration as completers for this calculation.

Program	Graduation Rate
	%
	%

(add rows to table as needed)

Faculty Qualifications for Programs Offered

1. UNDERGRADUATE INSTRUCTION

Based on total number of credit hours reported on page 4, for the last fiscal year, what percentage of hours are taught by undergraduate instructors with less than an earned master's degree?	_____ %
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2. GRADUATE INSTRUCTION

Based on total number of credit hours reported on page 4, for the last fiscal year, what percentage of hours are taught by graduate instructors with less than an earned doctoral degree?	_____ %
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Institutional Financial Data

Current Fund–Unrestricted	Previous Fiscal Year	Most Recent Fiscal Year
TOTAL Current Fund–Unrestricted Income		
Current Fund–Unrestricted Surplus (Deficit)		
Cumulative Current Fund–Unrestricted Surplus (Deficit)		

Current Funds–Sources of Funds (express as a percentage)	Previous Fiscal Year	Most Recent Fiscal Year
Revenue Generated by Tuition and Fees		
Revenue Generated by Private Gifts, Grants, and Contracts		
Revenue from Other Sources		

Indebtedness	Previous Fiscal Year	Most Recent Fiscal Year
Book Value of Plant and Equipment		
Replacement Value of Plant and Equipment		
Indebtedness on Plant and Equipment		
All Other Indebtedness and Obligations		
Debt Service for Year		

Debt Ratios (express as a percentage)	Ratio
Cumulative Deficit / Revenue	%
Deficit / Revenue	%
Plant and Equipment Indebtedness / Book Value	%