





## CHANGES IN SPECIALIZED ACCREDITATION STATUS

The dean must submit a memo to the provost requesting any changes in specialized accreditation status. This includes requesting approval to seek specialized accreditation, adding a program to an existing accreditation, requesting approval to voluntarily withdraw from a specialized accreditation, etc.

Deans can provide drafts for review, prior to finalizing the memo.

### A. Memo requesting to seek accreditation or to add a program to an existing accreditation:

1. **The agency** identify and include a brief description of the agency, its associations, status within a discipline or industry, and its recognition by government agencies;
2. **Eligibility** - describe the kinds of organizations the agency accredits and on what level (college, department, program, etc.);
3. **Programs** - list the degrees/certificates/programs that will be covered by the specialized accreditation
4. **Benefits** - to students; to the program; to the university;
5. **Standards** - % of CE } Å ] CE ] ( } μ š o ] v } ( dš Z with P o m m Q n t a r y s a v t o C E how the program already meets or is planning to meet the standards and identify any gaps;
6. **Accreditation process** outline the process for seeking initial accreditation, as well as the ongoing reporting requirements and the ~~certification~~ **certification**;
7. **Costs/expenses** - indicate the initial and ongoing costs payable to the agency, including for site visits; describe the faculty and staff work required to implement and support the accreditation; identify the data and IT needs; identify the ~~level lead(s)~~ **level lead(s)** who will ensure ongoing compliance with the standards and how the work will be incorporated into ~~the program~~ **the program**;
8. **Standards** Attach a copy of the standards.
9. Submit to [taa.oaa@alaska.edu](mailto:taa.oaa@alaska.edu)

### B. Memo to provost through the dean requesting to voluntarily withdraw from specialized accreditation:

1. The agency;
2. The program;
3. The rationale for the voluntary withdrawal and requirements of the agency to do so;
4. The impact on students and ~~students~~ **students** will be accommodated;
5. Possible negative impacts and strategies for ~~mitigation~~ **mitigation**;
6. Attach a communication plan, including a list of the stakeholder groups, the timeline, the draft messages, and the means of ~~distribution~~ **distribution** (email, website, etc.)
7. Submit to [taa.oaa@alaska.edu](mailto:taa.oaa@alaska.edu)