

Guidelines and Application for Liberal Arts Certification

AMERICAN ACADEMY FOR LIBERAL EDUCATION

PHONE: 202.452.8611

FAX: 202.452.8620

WEBSITE: *www.aale.org*

E-MAIL: *info@aale.org*



**AMERICAN ACADEMY
FOR LIBERAL EDUCATION**



American Academy for Liberal Education

1050 17th Street, NW - Suite 400 - Washington, DC 20036

Phone - 202.452.8611 Fax - 202.452.8620

E-mail - info@aale.org Website - www.aale.org

Introduction

Liberal Arts Certification is a special, honorific status of membership in the American Academy for Liberal Education awarded to non-degree granting programs stressing liberal education at the undergraduate level.

Examples of programs eligible to apply for Liberal Arts Certification include: programs or *menus of courses offered via distance education* (whether via correspondence or online) offered by institutionally accredited community colleges, four-year colleges, and universities; unique *core curriculum programs* designed and offered to undergraduate students enrolled in accredited institutions of higher education in fulfillment of the institution's general education requirements (regardless of the mode of course content delivery); and *undergraduate Honors programs* situated within accredited colleges and universities. *Associate of Arts programs* at Junior and Community Colleges are also encouraged to apply.

Liberal Arts Certification constitutes a recognition of academic excellence in the liberal arts. The recognition accorded to programs that are thus certified serves as testimonial to the academic course content, as well as to the breadth, depth, and rigor required to complete these programs, and testifies that such programs encompass the goals of liberal learning outlined in the Academy's Education Standards. This unique procedure was designed by the Academy in cooperation with an outstanding national academic Board of Advisors, with support from the U. S. Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE). Originally designed as a special form of recognition of academic excellence in asynchronous distance learning through FIPSE's "Learning Anytime Any Place" (LAAP) program, the procedure is now available both to non-degree granting distance education programs, and to other programs (whether virtual or site based) that embody excellence in undergraduate education in the liberal arts.

Programs applying for Liberal Arts Certification are required to demonstrate their eligibility, complete an application and pay an initial application fee, and subsequently undergo a rigorous process of review. Upon demonstration of eligibility, successful completion of an internal self study, and a peer review evaluation site visit carried out by academically qualified external referees, the program is entitled to become a Certified Member of the American Academy for Liberal Education, a national accreditor of liberal arts institutions and programs recognized by the U.S. Department of Education.

Institutions or programs, including distance education programs, that award undergraduate degrees should continue to apply through regular channels for institutional or programmatic accreditation, following policies and procedures already in place at the Academy for those forms of institutional or program recognition.

An Overview of the Application Process

The time required to achieve AALE program certification varies from case to case, but it should be possible to complete the entire process 12 to 16 months after submission of a complete application. The following pages offer brief descriptions of key steps in the application process, along with an estimated timetable for completing the process. Please note that this schedule is approximate; the process may take less than a year or extend beyond the estimated time frame. Much depends on the speed with which an applicant program acts, on the scheduling of the site visit by an AALE peer review team, and on the schedule of meetings for AALE’s Council of Scholars and Board of Trustees.

Estimated Timetable

		Week	Month
I.	Program contacts AALE regarding Certification	First	0
	AALE sends out application	First	0

II.	Program submits completed application	Third	0
	AALE reviews application information and materials and notifies program to begin self-study		2

Notes to Steps I and II: The information requested in this application is designed to ensure that programs meet the basic eligibility criteria for Certification. Supplying this essential information, along with a letter of intent and the requested supporting documents, is the first formal step in the process leading to program accreditation. An application processing fee is also required at this time.

AALE reviews all information and materials returned with the completed application to determine whether the program may proceed with the application process, or whether further information or materials are required. If all is in order, AALE will notify the program to begin developing a narrative self-study.

The narrative self-study should describe a program’s approach to providing an education which meets AALE’s *Standards and Criteria for Liberal Arts Certification*. It should explain the ways its educational aims - its stated mission and educational objectives and any planned or anticipated changes to these - are related to its actual education programs, services, and resources. AALE publishes a guide which describes the procedures for undertaking and completing the self-study. Contact the Academy for a copy or download one at www.aale.org. Please contact us with any questions regarding your program’s self-study.

III.	Program completes and submits self-study to AALE		2-7
------	--	--	-----

IV.	AALE reviews self-study and selects a site visit team		8
	AALE site visit on campus (3-5 days)		10-12
	Site visit team submits report to AALE		13

Note to Steps III and IV: AALE reviews the self-study for completeness and assembles a site visit team. AALE carefully selects at least one or two distinguished teacher-scholars from liberal arts programs and institutions with profiles similar to that of the applicant program, if possible. Using the self-study as a guide, the team makes campus visit to evaluate the program’s instructional program. The site visit team then prepares a report detailing its findings and recommendations. A copy of this report is sent to the program for review and correction of any factual errors. AALE submits the final version of the site visit team report to its Council of Scholars for review and recommendation.

V.	AALE’s Council of Scholars reviews site visit team report		15-16
	Council of Scholars submits recommendation to Board of Trustees for final action		15-16

AALE's Council of Scholars is composed of recognized teacher-scholars from private and public, as well as secular and religious institutions throughout the United States. The Board of Trustees includes distinguished faculty and administrators from the higher education community, AALE member institutions, and nationally recognized representatives of other public and private organizations. The award of program accreditation status by the Academy thus confers truly national recognition. For more information on AALE Council and Board members, please see the literature accompanying this application packet or visit the Academy's website.

Completing the Application

This application contains three (4) parts:

1. Certification Application Guidelines and Procedures
2. Certification Information Form
3. Eligibility Requirements Form
4. Program Profile Form

Any person authorized by the Chief Executive Officer of an institution may complete the information requested in these forms, but the Institutional Agreement included among the eligibility requirements *must* be signed by *both* the Chief Executive Officer and the chairman of the institution's governing board. A letter of intent to apply for AALE Certification must also be submitted with the completed application.

The information requested in the various parts of the application should be readily available from a small number of persons and offices. These may include the CEO, Academic Vice-President, Comptroller, Registrar, Counsel, and the office of institutional research. Some of the requested information must be reported twice on these forms; please fill out all forms completely.

AALE requires supporting documentation for certain parts of the application for Certification; these are clearly indicated in the several forms. In many cases an institution's catalog, bulletin, or other published sources will contain the requested information. At the appropriate places in these forms we ask for the title(s) of the supporting document(s) and the page number(s) where the relevant information can be found. *Please be sure to include copies of all documents cited in this fashion with the completed application.*

This application contains all the forms necessary to complete the application for Certification. Convenient electronic versions of these forms which may be completed on-screen and printed may be downloaded from the AALE website (www.aale.org).

Application Fee

An application processing fee is required of all programs applying for Certification by the American Academy for Liberal Education. This fee should be submitted with the completed application in the form of a check or money order made payable in United States dollars to the "American Academy for Liberal Education." Please contact the Academy for a complete list of current fees.

Returning the Completed Application

Please return the completed application, including all forms and required supporting documents, the signed Institutional Agreement, the letter of intent, and the application fee, to the following address:

American Academy for Liberal Education
1050 17th Street, NW
Suite 400
Washington, DC 20036

PART 1. CERTIFICATION APPLICATION GUIDELINES AND PROCEDURES

I. Eligibility. A program or programmatic entity – such as a college honors program, or, quite differently, a menu or cluster of distance education courses offered by an accredited higher education institution, or consortium (“aggregator”), in fulfillment of general education requirements leading toward a bachelor’s degree – is eligible to apply for certification if it meets the following criteria:

- The program or entity is not itself a bachelor’s degree-granting entity (otherwise the program should seek conventional program accreditation through AALE)
- The educational mission of the program or entity is explicitly defined as “liberal education;” specifically, the program aims to provide a liberal arts education experience for undergraduate students that meets the American Academy for Liberal Education’s Education Standards in one or more of its areas, including, emphasizing broad and deep learning, key subject area knowledge and competencies in science, mathematics, history, language, and literature that enable academic success, personal fulfillment, and enable the student to meet the civic requirements of democratic citizenship
- The program or entity is *offered by, or located within, an institution of higher education that is already regionally accredited*, and that fulfills the eligibility requirements for program accreditation through the Academy (i.e., in addition to regional accreditation, the institution holds a valid license or charter to operate, has evidence of degree-granting authority, issues published guidelines for faculty and students, provides annual audited financial and performance records, and other standard requisites of institutional integrity and fiscal probity)

Faculty or administrative staff within such an institution that are affiliated with a program or consortium that wishes to call attention to that program’s academic excellence in undergraduate liberal education through Liberal Arts Certification are urged to contact the Academy for further information. In particular, interested parties should obtain a copy of these Guidelines and Procedures, and of the handbook “Standards and Criteria for Liberal Arts Certification of Non-Degree Granting Programs.” Both are available on the “Publications” section of the Academy’s web site: www.aale.org, or by contacting the Academy via telephone or at the address above.

International institutions based outside the continental U.S. may apply for Liberal Arts Certification. Such institutions must first have sought and obtained formal Affiliation with the Academy (see the brochure “Liberal Education Affiliation”). Candidates for certification must either comply fully with the Academy’s Education Standards, or (when the curriculum structure differs markedly from American undergraduate conventions) must demonstrate how their program meets the learning goals and objectives of liberal education as set forth in the Academy’s Education Standards.

II. Staff Review. Eligibility for Liberal Arts Certification will be determined by the Director of Accreditation and staff at the Academy in consultation with prospective applicants. Institutions or programs that are deemed eligible instead for regular Program Accreditation will be so advised. Programs that do not meet the eligibility criteria, or that do not appear to be able to demonstrate compliance with the “Standards and Criteria for Liberal Arts Certification” will not be encouraged to pursue this process further. Please note that a preliminary staff site visit may be required.

Upon determining eligibility for this special recognition, the institution will be invited to apply formally for Certification. Upon receiving the completed application form, AALE staff will conduct a thorough audit of the applicant program’s course offerings, academic qualifications, curriculum, and other aspects of its organization and operation in consultation with the guidelines published in the Academy’s “Standards and Criteria for Liberal Arts Certification of Non-Degree Granting Programs.”

Typically, the time-frame from initial contact to the completion of the eligibility screen, application, and staff review is two to three months.

III. Self Study. Applicants deemed both eligible and competitive for the award of Liberal Arts Certification will then be asked to complete a brief self study, carried out with explicit reference to the Academy's "Standards and Criteria for Liberal Arts Certification of Non-Degree Granting Programs." In addition to these "Guidelines and Procedures," applicants should at this point in the process download or request a copy by mail of the Academy's Self Study Manual, and should appoint a member of the senior administrative staff as "Certification liaison" to coordinate subsequent steps with Academy staff.

In lieu of the lengthy process of committee review described therein for programmatic or institutional accreditation, typically an institution or program applying for Certification will find that a single faculty fellow, operating on a summer grant or released time from other teaching and/or administrative responsibilities, will be able to prepare a thorough report addressing the program's compliance with the Academy's Education Standards. That draft report is then reviewed by senior faculty and administrators, and submitted to the Academy. Often the faculty member or senior administrator designated to draft the initial self study will serve simultaneously as the Certification liaison, coordinating the submission of the report and the scheduling of the external peer review site visit.

Well-organized programs find that their faculty can carry out this review of their curriculum, course content, and existing procedures for assessing student progress and academic achievement over the course of a three-month summer or four to five-month semester. In other respects, applicant programs find this phase of the process highly useful internally for auditing their organization, academic expectations, and institutional effectiveness. The process of self study both highlights areas of excellence in the program, and assists faculty and administrators in identifying areas of the program that require greater attention or strengthening. Although the demonstration of compliance with the Academy's Education Standards sufficient for Liberal Arts Certification is rigorous, it is not on that account unduly burdensome, cumbersome, time-consuming or expensive for programs and institutions engaging in the process. Typically, institutions and programs that have been Certified describe a remarkably large return on personal and financial investment in the form of institutional insight, program improvement, and recognition of attained excellence.

IV. Peer Review. Upon completion of the self-study, the institution and the Academy will schedule a site visit to the institution, or (in the case of distance education programs) to the sponsoring site or organizational headquarters of the institution or consortium offering such programs. In consultation with the program, the Academy will appoint a suitable, and usually quite small, site visit team (typically one or two scholars and teachers, with administrative experience and/or backgrounds in similar programs and/or distance learning, as appropriate). Depending upon the size and scope of the program, and the number of site visitors appointed to the team, the visit can be concluded in one to three days.

In advance of the visit, the team reviews the program's self study, catalogues, course descriptions, and other materials requested or provided by the program's accreditation liaison. During the visit, team members typically:

- -interview senior administrators
- -meet with faculty engaged in preparing the course materials, designing the core curriculum or distance course-clusters, and/or teaching the key courses in the liberal arts/general education core curriculum
- -visit classes (or log onto secured classroom web sites) and audit course content and review samples of student work
- -interview students enrolled in the program
- -audit the procedures and the results of the program's ongoing assessment of student performance

It is helpful if the certification liaison provides, at the visit or in advance, a copy of all relevant publications and course descriptions, and information on the background, history, and institutional context and mission of the program under review. Members of the team will conduct a brief exit interview at the conclusion of the visit to outline their preliminary findings, give an indication of their recommendations, and provide opportunities for questions, clarification of matters of fact, and other procedural items.

Following the visit itself, the site visit team leader will draft a report, following the outline for such reports set forth in the Academy's Site Visit Manual. The report will typically consist of the following components:

1. A narrative introduction concisely summarizing:

- The salient historical and faculty circumstances of the program
- The recent and current state of the program
- Salient strengths, and areas for improvement or concern
- Major issues, challenges, and opportunities facing the program

2. A list of the titles/responsibilities of all institutional officials, committees, and a general description of other persons interviewed during the site visit (to include the key figures and representative stakeholders cited above)

3. A body concisely addressing each of the Academy's two Standards and attendance Criteria, as listed in the Academy's "Standards and Criteria for Liberal Arts Certification of Non-Degree Granting Programs." The report's author will comment on the state of the program and parent institution with respect to each of these, as appropriate, noting as **Commendations** any aspects of the program that are especially worthy of citation for excellence. The team leader or report author may, as necessary, offer any "observations" (editorial comments), or more formally, make **Suggestions** of courses of action that, in the team's professional judgment would result in an improvement of the educational or administrative qualities of the program. An **Indication**, by contrast, would indicate a site visitor's or team's professional judgment that the program reviewed appears to face a significant issue in regard to fulfillment of all or part of a Certification standard or criterion. The reasons for this should be clearly stated and supported by evidence in the narrative.

4. A list of the name(s) and title(s) of the site visitor(s), with signature(s) at the conclusion of the report.

V. Final Actions. The draft report is submitted to the applicant program, through the accreditation liaison, for comment and response. These take two forms:

- Corrections of matters of fact, which are incorporated as revisions in the final report
- Substantive comments or responses to elements (including commendations, suggestions, or responses to indications, if any) within the report, which are submitted separately as the program's response of record for review by the Academy in reaching its final decision.

Site visit evaluation reports are purely advisory, and each contains a formal disclaimer to this effect. The final decision of the Academy on granting Liberal Arts Certification rests with the Academy's Board of Trustees, acting on the review forwarded from its Council of Scholars. These bodies meet twice annually, in May and November. The final steps of the process are typically as follows:

- The program's self study, relevant documentation, and site visitor's report with the program's response are forwarded to the Academy's Council of Scholars for review
- The resulting review of the Council, together with the aforementioned documents, is referred to the Board of Trustees for final action
- The program is notified of the Academy's decision following the meeting of the Board, in November or in May.

Upon notification of the award of Liberal Arts Certification, the applicant program, upon payment of annual dues, becomes a member of the American Academy for Liberal Education. The program, in its own publications and publicity, is entitled to cite its distinction in the following manner:

"The [College Honors Program, or Core Curriculum Program in General Education] of [Institution] is Certified for Excellence in Liberal Education by the American Academy for Liberal Education, a national accreditor of liberal arts institutions and programs recognized by the U.S. Department of Education."

"The general education courses [or the general education curriculum, etc] of [name of the distance education program or consortium] are/is Certified for Excellence in Liberal Education by the American Academy for Liberal Education, a national accreditor of liberal arts institutions and programs recognized by the U.S. Department of Education."

PART 2. PROGRAM INFORMATION

2. INSTITUTION

Institution Name:

Program Name:

Address:

City _____ **State** _____ **Zip Code** _____

Main Phone: (_____) _____ - _____

Website: _____

2. CHIEF EXECUTIVE OFFICER

Name:

Title:

Address:

City _____ **State** _____ **Zip Code** _____

Phone: (_____) _____ - _____ **E-mail:** _____

Is the chief executive officer the presiding officer of the governing board of this institution?

Yes _____ **No** _____

3. CHIEF ACADEMIC OFFICER

Name:

Title:

Address:

City _____ **State** _____ **Zip Code** _____

Phone: (_____) _____ - _____ **E-mail:** _____

4. PROGRAM DIRECTOR

Name:

Title:

Address:

City _____ **State** _____ **Zip Code** _____

Phone: (_____) _____ - _____

E-mail: _____

5. PROGRAM ACCREDITATION LIAISON

Name:

Title:

Address:

City _____ **State** _____ **Zip Code** _____

Phone: (_____) _____ - _____

E-mail: _____

6. INSTITUTIONAL CONTROL

_____ **Public - Please specify system:** _____

_____ **Private - Please specify:**

_____ **Independent or**

_____ **Religious - Describe affiliation:** _____

Is this institution _____ **for profit or** _____ **non-profit?**

7. ENROLLMENT

	INSTITUTION		PROGRAM	
	FTE	Headcount	FTE	Headcount
Undergraduate:	_____	_____	_____	_____
Graduate:	_____	_____	_____	_____
Total:	_____	_____	_____	_____

8. OPERATION

Year institution founded _____

Year applicant program founded _____

Years of continuous program operation: _____

Calendar system: _____ **Semester**
 _____ **Trimester**
 _____ **Quarter**
 _____ **Other**

PART 3. PROGRAM ELIGIBILITY REQUIREMENTS FORM

All applicants for program accreditation must meet AALE's Certification eligibility requirements. These requirements can be addressed by providing the information and documentation requested in this Eligibility Requirements Form. Where the issue addressed by a particular standard or criterion is a matter of institutional rather than program-level policy or authority, the response should indicate this and describe the relevant institutional policy or authority.

1. INSTITUTIONAL AGREEMENT

In partial fulfillment of the requirements for Liberal Arts Certification by the American Academy for Liberal Education _____ (name of program) at _____ (name of institution) does hereby agree to abide by the following conditions:

- a. The institution ensures that the applicant program is committed to and intends to adhere to the *Standards and Criteria for Liberal Arts Certification* of the American Academy for Liberal Education, either current or as these may be modified hereafter, consistent with the policies and procedures of the Academy.
- b. The institution ensures that the applicant program agrees to adhere to the *Policies and Procedures Manual* (and supplements) of the American Academy for Liberal Education, either current or as these may be modified hereafter, consistent with the policies and procedures of the Academy.
- c. The institution understands and agrees that the American Academy for Liberal Education, at its discretion, may make known to any agency or member of the public that may request such information, the nature of any action, positive or negative, regarding the program's membership status with the Academy.
- d. The institution agrees to disclose to the American Academy for Liberal Education, at any time, all such information as the Academy may require to carry out its evaluation and Certification functions.
- e. The institution agrees to refrain from making any promotional use of its application for Certification prior to the actual granting of status.

Signature – Chief Executive Officer

Signature – Chairman of the Board

Name

Name

Date

Date

2. DEGREE GRANTING AUTHORITY - IF APPLICABLE

Is the institution chartered with formal authority from the appropriate government agency to confer degrees, certificates, or diplomas in the jurisdictions in which the institution operates?

Yes _____ No _____ Date chartered: _____

If an Associates Degree is being Certified, or the applicant program exists within an institution that grants bachelor's degrees (but is not itself degree-granting), please complete this section.

Name and address of the agency conferring degree granting authority:

Degrees the institution is empowered to confer by this authority:

Legal name of chartered institution if different from name publicly used:

3. ACCREDITATION

Is the institution currently accredited or preaccredited by a Department of Education recognized accreditor for Title IV purposes? Yes _____ No _____

Indicate which agency and date of last renewal:

Has this agency ever taken any adverse action against the institution (e.g., notices or probations)? If so, please describe each action (attach a separate sheet if necessary):

Please list any and all accrediting agencies currently accrediting your institution or any of its programs (attach a separate sheet if necessary):

<u>Accrediting agency</u>	<u>Institution/program accredited</u>	<u>Date of last renewal</u>
---------------------------	---------------------------------------	-----------------------------

4. OPERATION

Has the applicant program been in continuous operation for the three years preceding the date of this application? Yes _____ No _____

Will the program be in operation and have students enrolled at the time of the site evaluation visit?

Yes____ No____

The information requested in the eligibility requirements below will most often be found in an institution or program's catalog, handbooks, bulletins, and other public documents. Please provide the title of the supporting document and the page number(s) where the relevant information can be found. After the first full citation of a document, feel free to abbreviate. *Please include copies of all documents cited in this fashion with the completed application.*

5. MISSION STATEMENT

Does the institution or program have a clearly defined and published mission statement that includes a commitment to liberal education and that is appropriate to an institution of higher learning?

Yes____ No____

Please provide title(s) and page number(s) of the published document containing the full text of the institution or program's mission statement:

6. GENERAL EDUCATION PROGRAM

Does the program's published information clearly and accurately describe its current general education requirements? Yes____ No____

Please provide title(s) and page number(s) of the published document(s) that describes the program's general education requirements and programs:

7. PROGRAMS AND POLICIES

Do the program's published materials clearly and accurately describe its current:

- | | | | |
|----|--|---------|--------|
| a. | Degree programs? | Yes____ | No____ |
| b. | Major and minor programs? | Yes____ | No____ |
| c. | Tuition, fees, and refund amounts and policies? | Yes____ | No____ |
| d. | Academic admissions and retention policies? | Yes____ | No____ |
| e. | Policies and procedures directly affecting students? | Yes____ | No____ |
| f. | Policies and procedures directly affecting faculty, administrators, and other personnel? | Yes____ | No____ |
| g. | Academic credentials of faculty and administrators? | Yes____ | No____ |

Please provide title(s) and page number(s) of the published document(s) containing the full statements of the programs and policies listed above:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

8. LEARNING RESOURCES AND SERVICES

Does the program own or ensure access to adequate learning resources and appropriate services in support of:

- | | | | | | |
|----|------------------------------------|-----|-----|----|-----|
| a. | General education program offered? | Yes | ___ | No | ___ |
| b. | Academic programs offered? | Yes | ___ | No | ___ |
| c. | Degrees offered? (If applicable) | Yes | ___ | No | ___ |
| d. | Student services? | Yes | ___ | No | ___ |

Please provide title(s) and page number(s) of the published document(s) that describe the learning resources and other services listed above:

a. _____

b. _____

c. _____

d. _____

9. INSTITUTIONAL PROFILE FORM

Does the program agree to complete accurately the Institutional Profile Form included with this application?
Yes ___ No ___

10. ELIGIBILITY DOCUMENTS

All programs applying for Certification should submit the eligibility documents specified below.

- a. Evidence of institutional degree-granting authority, if applicable.
- b. Copies of the articles of incorporation and/or the legal charter.
- c. Current copy of the course catalogue.
- d. Current copy of the faculty/staff handbook.
- e. Current copy of the student handbook.

Part III - Program Profile Form

Section One: General Information

Please provide current information in the appropriate space(s).

1. Programs's Name (as it should appear whenever published)

2. Institution's Name, Mailing Address & Phone Number

()

3. Chairman of the Board

4. Chief Executive Officer & Title

5. Chief Academic Officer & Title

6. Certification Liaison Officer & Title

7. Respondent & Title

8. Institutional Governance or Control (circle one)

- Public
- Private, Not-for-Profit
- Private, For-Profit

9. Institutional Religious Affiliation (if any)

10. Calendar System (circle one)

- Semester
- Trimester
- Quarter
- Other

11. Accrediting Agency Affiliation — List all agencies that currently accredit your institution or any of its programs.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

12. If the institution has more than one institutional accreditor, please indicate the agency designated to determine Title IV eligibility (where applicable).

Section Two: Program Data

Please supply the information requested in the spaces provided, as applicable. Information for the institution within which the applicant program operates may be listed in addition to Program Data on a separate sheet, if the Certification Liaison feels it is helpful to understanding of the program. This is encouraged particularly where some of these categories may not be applicable to the applicant programs themselves.

Enrollment Information

	Fall 20 ____	Fall 20 ____	Fall 20 ____
1. Undergraduate FTE			
2. Undergraduate Headcount			
3. Graduate FTE (if applicable)			
4. Graduate Headcount (if applicable)			
5. Undergraduate FTE in Arts and Sciences			

Tuition and Fees (Full Academic Year)

6. Undergraduate			
7. Graduate			

Room and Board (Full Academic Year)

8. Undergraduate			
9. Graduate			

Freshman Class

10. Number of Applications Received			
11. Number of Acceptances			
12. Number of Students Matriculated			
13. Average Combined SAT Score			
14. Average ACT Score (if applicable)			

Current Year Graduating Class-Retention and Persistence Data

15. Number of first-time, full-time freshman who enrolled in the fall, four years ago	
16. Number in that freshman cohort who reenrolled in the fall of the next academic year	
17. Number in that freshman cohort who reenrolled in the fall of the last academic year	
18. Number in that freshman cohort who reenrolled in the fall of the current academic year	

Section Three: Financial Data

Please copies of audited financial statements (last two fiscal years)

Section Four: Educational Outcomes Data

Information requested in this section is in support of AALE Standards and Criteria for learning assessment, including Liberal Learning Assessment Standards One through Three and General Education and Curriculum Standard Nine. Please provide all available information and complete the narrative portions of this section in the space provided or on a separate attachment.

Educational Outcomes Data, continued

Average score:

	<i># of Students</i>	<i>Verbal</i>	<i>Quantitative</i>	<i>Analytical Writing</i>
GRE General Test 20__				
GRE General Test 20__				
GRE General Test 20__				

Number of students | Average score by year:

GRE Subject Tests:

20__ 20__ 20__

Biochemistry, Cell and Molecular Biology
 Biology
 Chemistry
 Computer Science
 Literature in English
 Mathematics
 Physics
 Psychology

	20__	20__	20__

Number of students | Average score by year:

20__ 20__ 20__

GMAT
 MCAT
 LSAT

	20__	20__	20__

Does your institution collect data for the National Survey of Student Engagement (NSSE)? _____

If so, please provide results for the past three years on a separate sheet.

Please provide on an attached sheet information regarding known postgraduate placement and activities. Please list headcount and specific institutions/programs according to the categories described below:

1. Full-time employment
2. Arts and sciences (Master's, Doctorate and other, e.g. medical school requirement completion programs)
3. Professional schools (business, law, medicine, journalism, social work, music, education, etc.)
4. Occupational schools (technical, culinary, etc.)
5. Service activities (military, Peace Corps, Americorps, Teach for America, etc.)
6. Seminary
7. Other