

DEAC PhD Standards Pilot

Application for a PhD Program

Prior to submitting the Application for a PhD Pilot Program, institutions inform DEAC Staff of the institution’s intention to participate in the pilot study. Interested parties will be asked to participate in a pre-screening conference call.

**Date of Communication with DEAC Staff:** Insert Date

# INSTRUCTIONS for SUBMISSION

**Overview:** Thank you for applying to participate in DEAC’s pilot to study the feasibility of adding accreditation standards for PhD programs. Please complete this application to demonstrate the institution’s capacity to offer a PhD program and experience offering graduate level programs of study.

**General Instructions:** After communicating with DEAC leadership, institutions submit this pilot application, providing all requisite responses, information, and supporting documentation to DEAC. Upon review of the application, DEAC may require the submission of additional information or supporting documentation. Application fee is due at time of application submission. Once the application is approved, the institution receives a letter from DEAC indicating that it has a been accepted to participate in the PhD pilot program. The institution submits the Educational Offerings Report - PhD Pilot Program within 30 days from the date of the DEAC acceptance letter. See PhD Pilot Study Procedures document for additional details.

**SECTION 1:** Provide requested institution information.

**SECTION 2:** Provide requested program information.

**SECTION 3:** Provide requested description of Institution’s capacity.

**SECTION 4:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 6:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

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**Email:** leslie.urofsky@deac.org

## Application for Participation in PhD Pilot Study

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Website(s):** Insert Website Link(s)

**Primary Contact:** Name of primary contact for this application

**Email:** Email for primary contact

**Telephone Number:** Telephone number for primary contact

**Institutional Mission Statement:** Insert Mission Statement

**Describe how the addition of a PhD program supports the institutional mission**:

Insert Response

## SECTION 2: PROGRAM INFORMATION

1. Provide the proposed PhD program name.

Insert Response

1. State the total number of PhD program credit hours.

Insert Response

1. State the program length.

Insert Response

1. Describe the Method of Delivery (correspondence, online, hybrid, and/or any required residential components).

Insert Response

1. Describe any requirements the institution would have to meet in order to comply with state authorization for the purposes of offering a PhD.

Insert Response

1. If the institution currently offers a corresponding professional degree in the same or similar field, identify the distinctions between the existing and proposed programs at all stages and as regards content (i.e., entry to, acceptance in, curriculum, assessments, research, and expectations upon graduation).

Insert Response

## SECTION 3: DESCRIPTION OF THE INSTITUTION’S CAPACITY

1. Provide a detailed narrative describing the institution’s experience offering graduate programs.

Insert Response
2. Describe the student population that the PhD program would serve.

Insert Response
3. Describe the institution’s market research and findings related to the proposed PhD program.

Insert Response
4. Describe the resources that are available at the institution to support the implementation of the PhD program.

Insert Response

1. Describe the institution’s financial and personnel capacity to support the implementation of a PhD program.

Insert Response

1. Describe the faculty required to offer instruction, research supervision, and advising for the PhD program.

Insert Response

## SECTION 4: INSTITUTIONAL AFFIRMATIONS

Accreditation is a voluntary, peer review process. The institution assumes the burden of proof in demonstrating that its curricula are within DEAC’s recognized scope of authority and that all policies and procedures meet DEAC accreditation standards.

The president/CEO submits this application for the institution seeking accreditation or renewal of accreditation and affirms the following:

|  |  |
| --- | --- |
| [ ] ☐ | The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorities (or their equivalent for non-U.S. institutions). The institution is in compliance with all applicable local, state, and federal requirements. Exemptions from state law are supported by state-issued documentation or by express statutory/regulatory language. Should an institution lose its state licensure in its state of domicile for any reason, DEAC accreditation of an accredited institution is automatically withdrawn as of the date of the loss of state licensure. Such a withdrawal of accreditation may be appealed by an institution pursuant to DEAC’s appeal procedures. In any such situation, the institution shall not be entitled to receive any refund of fees already paid to DEAC nor shall DEAC have any liability to the institution associated with the termination of the substantive change application/evaluation process. |
|[ ]  The institution has clearly articulated outcomes for its educational offerings and has an ongoing outcomes assessment program in place designed to measure student achievement and satisfaction. |
|[ ]  The institution documents, through audited comparative or reviewed comparative financial statements that cover its two most recent fiscal years, that it is financially sound and can meet its financial obligations to provide instruction and service to its students. All financial statements submitted to DEAC are prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. If the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement. |
|[ ]  The institution demonstrates that its name is free from any association with any activity that could damage the standing of DEAC or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers. |
|[ ]  The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. Ongoing state, federal or local indictments, enforcement activities, or other censure against an institution, an institution’s owners, governing board members, officials, and administrators must be promptly disclosed by an institution to DEAC regardless of whether initiated before or during the period in which an institution is applying for accreditation or reaccreditation and during any period during which an institution is accredited by DEAC (Section XI.B). The notice should include an explanation from the institution as to the circumstances giving rise to the governmental action and why the governmental action should not result in a declaration of ineligibility under this section and/or a violation of Standard X. Upon receipt of the notice, the Commission may, in its sole discretion, initiate investigative proceedings and/or make a determination that the governmental action places the institution in violation of this eligibility criterion and of Standard X. |
|[ ]  The institution, and its corporate affiliates, are free from any pending or final action brought by a state agency or recognized accrediting agency to (1) suspend, revoke, withdraw, or terminate any one or more of such entities’ legal authority to operate or (2) deny accreditation or renewal of accreditation to one or more of such entities.  |
| *The institution’s owners, governing board members, officials, and administrators understand that, in applying for accreditation, the institution:* |
| [ ]  | Voluntarily submits itself for review and decision by the Distance Education Accrediting Commission of its qualifications. |
|[ ]  Has reviewed the accreditation standards and supporting materials. |
|[ ]  Has the opportunity, as a part of the accreditation process, to demonstrate it meets all accreditation standards and assumes the burden of proof to document this compliance. |
|[ ]  Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering questions, and providing information to the Distance Education Accrediting Commission and designated evaluators. |
|[ ]  Voluntarily accepts responsibility to comply with the accreditation standards and fulfill all the obligations of an accredited institution.  |
|[ ]  Agrees to remain in compliance with all requirements set forth in the *DEAC Accreditation Handbook* and Bylaws. |
| [ ]  | Agrees to cooperate with DEAC in all aspects of the accreditation process, including, as applicable, DEAC’s policies and procedures for conducting on-site or virtual site visits, and in facilitating surveys and inquiries to students, recruiting personnel, state and federal consumer and regulatory agencies, employers of graduates, and other individuals, agencies, or groups that may have an opinion about the institution, its programs, or its services. |
| [ ]  | The institution acknowledges that accreditation information may be shared with other accrediting organizations, government entities, and the public in accordance with DEAC policies and procedures and applicable federal and state laws and regulations. |

## SECTION 5: DOCUMENTATION

* Non-refundable PHD Pilot Application Fee of $500.00
Insert Date Fee Mailed
* Timeline for implementing the proposed PhD program (e.g., first course offering, first course completion, first anticipated graduate).
* *DEAC Educational Offerings Information Sheet* (located under Application for Accreditation on [www.deac.org](http://www.deac.org) – Applications and Reports)

## SECTION 6: CERTIFICATION

I certify that all of the information contained on this application and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date