ACCET Document 25.SAL - Application For Structured Asynchronous Learning (SAL) Program/Course

Name of Institution: _____

(d/b/a) if applicable: _____ ACCET ID # _____

Address: _____
(Complete address of MAIN CAMPUS where program/course will be offered)

City:_____ State:_____ Zip Code:_____

1. Name of program/course:_____
   (If applicable, the program/course name should be as approved by the state agency.)

2. This application requests (Check one)
   ☐ addition of a new method of delivery to a currently approved program or
   ☐ approval of a new program/course **(Refer to ACCET Document 25 – Policy for Approval of a New, Revised, or Existing Program/Course.)**

3. Identify the percentage of the program (clock hours) that will be taught through SAL.
   ☐ 100% ☐ 76-99% ☐ 51 – 75% ☐ 26-50% ☐ 25% & less

4. Does the institution have ACCET approval to offer SAL programs/courses?
   ☐ Yes ☐ No

5. Does the application represent an avocational program/course?
   ☐ Yes ☐ No

6. Classification of Instructional Program:
   (Refer to **http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55**)

   Title? _____ CIP Number? _____

7. Total Number of Clock Hours _____

8. Projected Start Date of New Program/Course _____

9. Will the program/course be managed/facilitated from any site other than the main campus?
   ☐ Yes ☐ No

   If the answer is yes, please complete the following information:
   ☐ Branch ☐ Auxiliary **(check one)**

   Address _____

   City _____ State _____ Zip Code _____

I certify that all information presented in this application and the supporting materials is true and accurate to the best of my knowledge and has not been advertised or offered to students.

Printed Name of Designated Institution Official	Title
Signature	Date

CHECKLIST OF REQUIRED SUPPORTING DOCUMENTATION

Institution Name: _____

Main Campus City, State: _____

This Checklist of Required Supporting Documentation must be completed and provided with the Document 25.SAL – Application for Structured Asynchronous Learning Program/Course. The information requested must be provided as attached exhibits. Please indicate "*YES*" next to each exhibit that is attached to the application or "*NA*", if not applicable. All ACCET documents referenced below can be downloaded from the ACCET website, under "*Documents and Forms"* (WWW.ACCET.org).

Exhibits to this application:

EXHIBITS	INFORMATION REQUESTED
☐ 1.	**Application fee**: Submit the required fee in accordance with ACCET Document 10 – Fee Schedule.
☐ 2.	**Needs Analysis**: Provide a brief narrative describing the specific factors that entered into the institution's decision to add the program/course and include supporting data to demonstrate market demand for the proposed program/course. At a minimum, include research relative to labor market trends and feedback from students, faculty, and/or employers regarding the new program/course.
☐ 3.	**Templates:** Provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in ACCET Document 3.SAL – Structured Asynchronous Learning Template to demonstrate the expanded scope and depth of SAL program/course. Note: Institutions that have been previously approved to offer programs/courses via SAL are not required to submit this information for additional SAL applications; however, the 3.SAL narrative response and exhibits must be provided for subsequent integration into the institution's ASER at the time of reaccreditation.
☐ 4.	**State Approval or Exemption:** e copies of written approval (or exemption) for offering the new program/course from each state agency for each state where the institution maintains a physical presence.
☐ 5.	**Site(s):** Will the program/course be managed/facilitated from any site other than the main campus? ☐ Yes ☐ No If yes, please provide the following information for the site: Address: Telephone Number:

EXHIBITS	INFORMATION REQUESTED
____6.	**Instructional Materials/Equipment:** Provide a list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum. For the instructional materials, indicate the publishers, editors, and copyright dates of each. For the equipment, provide the name, a brief description, as well as the quantity and age of each. Include items that have yet to be acquired, along with the expected date of acquisition.
____7.	**ACCET Document 6 – Faculty/Administrative Personnel Form**: Submit a completed Document 6 for each individual designated to instruct or supervise the new program/course. If employment is pending, provide a written job description and minimum education/work experience requirements for each such position.
____8.	**ACCET Document 25.4 – Program Information:** Identify the measurable objectives of the program and describe the procedure for evaluating the achievement of each program objective in order to validate the learning process.
____9.	**ACCET Document 25.5 – Course Information:** Complete separate course information for each course/subject within the proposed curriculum, regardless of whether this course has been previously approved by ACCET as an individual curricular offering or as part of a different program of study. List specific objectives or competencies that identify the scope and sequence of the course content. Identify the educational methodologies to be used to achieve the course objectives and the assessment tools to measure student progress in achieving the objectives/competencies.
____10.	**ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course:** If applicable, provide a breakdown of the clock hours allocated for lecture and laboratory for each individual course as well as the total number of clock hours in lecture and laboratory for the program.
____11.	**ACCET Document 25.7 – Admissions Standards and Criteria**: Complete document 25.7 identifying the specific entrance requirements for admittance to the proposed program/course. Include the requested information relative to any entrance examination, ability to benefit test, and/or other requirements for admittance to ensure that students have a reasonable expectation of successfully completing training and obtaining any licensure/certification, if applicable.