ATMAE
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The Association of Technology, Management, and Applied Engineering

ATMAE ACCREDITATION

POLICIES AND PROCEDURES

(Accreditation Bylaws)

Revised August 20, 2026

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1. INTRODUCTION

1.1 Purpose

The primary purpose of The Association of Technology, Management, and Applied Engineering (ATMAE) accreditation is to provide recognition of the attainment of certain professional goals and standards for Technology, Management, and Applied Engineering. The secondary purpose is to encourage others to strive toward these goals and standards. Each curricular pattern will be reviewed in terms of its stated objectives, content, methods, supporting resources, and evaluation systems.

1.2 Definition of Technology, Management, and Applied Engineering – Degree Programs

Technology, Management, and Applied Engineering is a field of study designed to prepare technical and/or technical management-oriented professionals for employment in business, industry, education, and government.

Technology, Management, and Applied Engineering degree programs and professionals in Technology careers typically will be involved with the:

a. application of theories, concepts, and principles found in the humanities and the social and behavioral sciences, including a thorough grounding in communication skills.

b. understanding of the theories and the ability to apply the principles and concepts of mathematics and science and the application of computer fundamentals.

c. application of concepts and skills derived from a variety of technical, management, applied engineering, and related disciplines.

d. completion of a field of specialization such as aviation, automation, communication, computer systems, construction, design, distribution, electronics, graphics, information technology, cyber security, manufacturing, networking, quality, safety, technical sales, transportation, web development. and other disciplines including applied engineering.

1.3 Associate Degree Programs

Two-year programs accredited in community colleges, technical institutes, and four-year colleges and universities shall lead to the associate degree and be within the ATMAE definition of Technology, Management, and Applied Engineering. Programs considered for accreditation shall prepare individuals for positions that contribute to the design, development, production, distribution, or operational support of complex technical systems.

Examples of the names of typical programs which may be considered for accreditation include the following: Manufacturing Technology, Engineering Technology, Electrical/Electronics Technology, Production Technology, Industrial

Safety Technology, Computer Technology, Construction Technology, Design Technology, Computer Aided Manufacturing (CAM) Technology, Automation Technology, Polymer Technology, Transportation Technology, or CAD. Degree programs designed specifically for transfer to baccalaureate level Technology and Applied Engineering programs will also be considered. (Please refer to the ATMAE website for additional examples.)

1.4 Baccalaureate Degree Programs

Four-year programs accredited in colleges and universities shall lead to the baccalaureate degree and shall be designed to prepare management-oriented technical professionals. Programs will include at least the junior and senior years of a baccalaureate program, with appropriate lower division course work from the four-year institution or from associated community colleges and/or technical institutes. Technology, Management, and Applied Engineering curricula which combine liberal education with professional-level technical management may be evaluated for accreditation at the baccalaureate degree level. Programs considered for accreditation must prepare students for technical and/or technical management positions in areas such those listed in 1.2. C above.

Examples of the names of typical programs which may be considered for accreditation, in addition to Technology and Applied Engineering, include the following: Aerospace/Aviation Technology, Computer Aided Design, Computer Technology, Construction Management, Electronics Technology, Engineering Management, Engineering Technology, Industrial Distribution Technology, Manufacturing/Production Technology, Packaging Technology, and other Technology, Management, and Applied Engineering specializations. (Please refer to the ATMAE website of accredited programs for further examples.)

In addition to the four-year Baccalaureate Degree Programs described above, ATMAE also accredits Reduced-Credit Baccalaureate Degree Programs of a minimum of 90 semester hours, offered in specialized or applied disciplines that address workforce needs and prepare graduates for direct entry to employment. Such programs shall meet the curricular foundation requirements of Accreditation Handbook Standard 3.1(C) and shall be clearly distinguished from a traditional Baccalaureate Degree Program by use of a distinguishing modifier in the official program name. A Reduced-Credit Baccalaureate Degree Program — whether newly created or converted from an existing ATMAE-accredited Baccalaureate Degree Program — shall be evaluated in all cases as an initial accreditation application (see 3.17) and shall not be processed as a Substantive Change. All other requirements applicable to Baccalaureate Degree Programs under this Policy and the Accreditation Handbook apply equally to Reduced-Credit Baccalaureate Degree Programs unless otherwise specified.

1.5 Master degree Programs

Master Degree Programs are also considered for accreditation by ATMAE. Such Programs permit students to further develop their knowledge and skills beyond

those obtained in their undergraduate education. *(Please refer to the ATMAE website of accredited programs for program examples.)*

1.6 Responsibility

ATMAE is dedicated to the establishment and maintenance of curricula for degree programs as defined in 1.2 and derives the authority and responsibility for accreditation from its Bylaws which state, *"A Board of Accreditation is established to coordinate and conduct all accreditation activity of the Association and the Board of Accreditation is the autonomous decision-making body with final authority for creating policies and procedures related to accreditation activities…"* ATMAE has been involved in the accreditation process since 1974.

2. ADMINISTRATIVE ORGANIZATION

Functional decision-making authority for implementing all aspects of the accreditation process is the responsibility of the Board of Accreditation (BoA), Standards & Policies Committee, and the Accreditation Personnel Committee. Decisions reached by these autonomous decision-making bodies are not subject to approval by any other officers, committees, or boards of ATMAE. The existence of the Accreditation Program and existence of the BoA remain under the establishing authority of the ATMAE Board of Directors. The Managing Director of Accreditation (MDA) is the executive with authority over operations of the Accreditation program, pursuant to the Bylaws of the Association or by contractual agreement. Figure 2.1 illustrates the relationship of these two autonomous units to other administrative units of ATMAE.

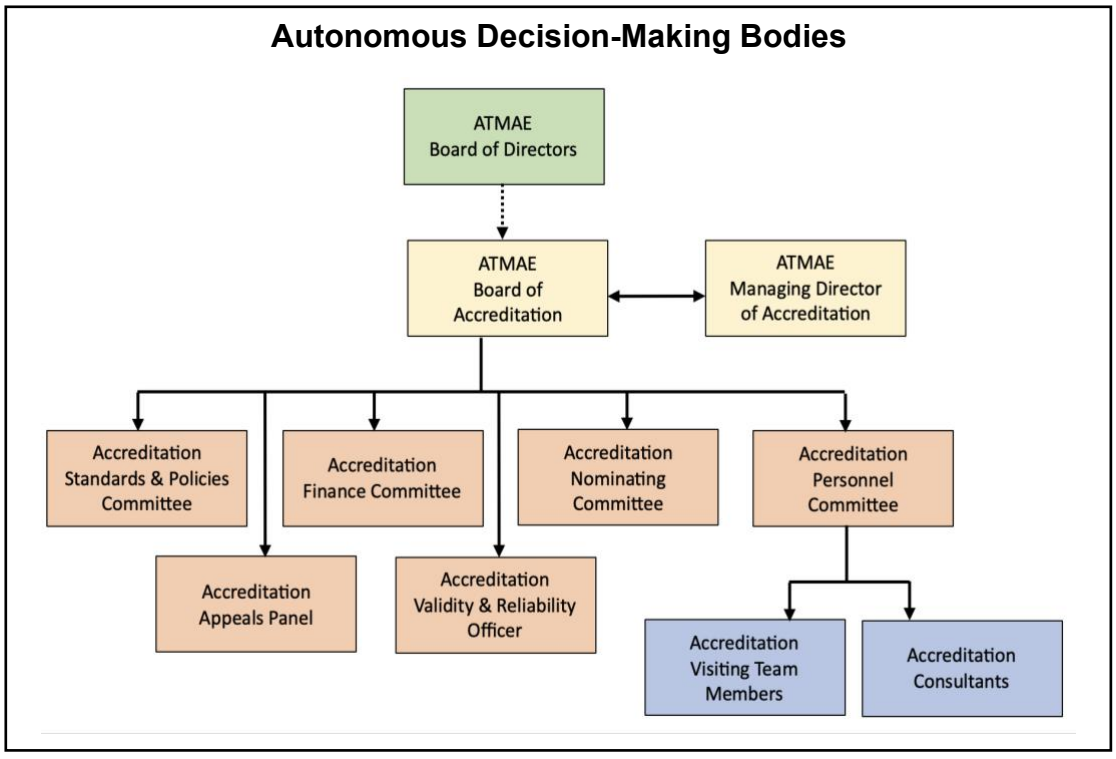

Figure 2.1 – Functional Decision-Making Authority for Accreditation Activities

2.1 Board of Accreditation: Membership; Vacancy; Term of Office; Term Limits

2.1.1 Membership

The BoA consists of up to 18 members. The Nominating Committee in performing its duties as authorized under section 2.1.1.m shall select nominees so that the members of the BoA provide representation with a diverse and broad geographic representation in which accredited programs are located. Members of the BoA shall be approved by the BoA and appointed by the chair, as provided in this section:

2.1.1.a University Baccalaureate and Master's Program Representatives

Four ATMAE members from the Professional 4-year Academic membership class and one ATMAE member from the ATMAE accredited master's programs shall be appointed to a 3-year term of office by the BoA. The appointees must be individuals who are approved Accreditation Visiting Team members who have served on at least two accreditation visit within the six years preceding their appointment and must be employed by or have Emeritus/retired status with a 4-year academic institution.

2.1.1.b Community College/ 2-Year Degree Program Representatives

Four ATMAE members from the Professional 2-Year Academic membership class shall be appointed to a 3-year term of office by the BoA. The appointees must be individuals who are approved Accreditation Visiting Team members who have served on at least two accreditation visits within the six years preceding their appointment and must be employed by or have retired status with a 2-year institution.

2.1.1.c Student Representatives

One or two ATMAE members from the student membership class shall be appointed to a 2-year term of office by the BoA. The student representatives may be 2-Year, 4-Year, or Graduate students. Student Representatives may complete their term of office as a Student Representative if their status as a student ends during their term of office. A student representative must be enrolled at an institution with ATMAE accreditation at the time of their appointment.

2.1.1.d Industry Representatives

One or two individuals shall be appointed to a 3-year term of office as Industry Representatives by the BoA. The individual or individuals appointed shall be either a Professional Industry member of ATMAE, a Retired member of ATMAE who had been a Professional Industry member prior to retirement, a member of the industrial advisory board of a degree program accredited by ATMAE, or an individual working in industry who desires to serve on the BoA. An individual may serve as an Industry

Representative despite not currently working in industry if the individual had been working in industry within the ten years prior to the beginning of their term of office. The appointees must be individuals who are approved Accreditation Visiting Team members who have served on at least two accreditation visits within the six years preceding their appointment.

2.1.1.e Public Representatives

One or two individuals shall be appointed to a 3-year term of office as Public Representatives by the BoA. A Public Representative is an individual who is appointed from the public sector to represent the interests of the public. This individual cannot be a member of ATMAE or have any relationship with an ATMAE accredited institution or a potential candidate for accreditation that could interfere with their ability to exercise objectivity in the accreditation process.

2.1.1.f Board Chair and Chair-Elect

The chair of the BoA shall be elected to a 4-year term of office by the BoA and shall first serve a 1-year term as Chair-Elect before beginning the 4-year term of office as chair. The chair of the BoA shall communicate the name or names of recommended nominees for appointment as chair-elect of the BoA to the chair of the Accreditation Personnel Committee and the MDA at least 60 days prior to the Annual Accreditation Hearings at which the new Chair-Elect will begin their 1-year term of office. At the time of appointment, the Chair-Elect appointee must be an ATMAE member who has served as a Team chair or Team member on a minimum of three ATMAE Accreditation Visiting Teams within the ten years prior to the beginning of their term of office as Chair-Elect.

2.1.1.g Program Sponsors

Program Sponsors shall elect or appoint one (1) representative to the Board for each ten (10) institutions with ATMAE accredited programs in their sponsorship area, up to a maximum of three (3) Board positions. The number of Program Sponsor representatives shall be determined by the chair of the BoA and the MDA. Program Sponsor representatives shall be appointed to three (3) year terms and when Sponsors have more than one representative the terms shall be staggered. Each Program Sponsor shall provide the names of newly elected or appointed representatives to the MDA at least ninety (90) days prior to the annual Conference.

2.1.1.h Vacancy in Office of Chair

In the event of resignation, absence, disability, death or other inability to serve in office by the chair of the BoA, a co-chair of the Accreditation Standards and Policies Committee shall serve as chair of the BoA. If more than 18 months remain in the term of office of the chair, the BoA shall appoint a qualified individual to serve the remainder of the term of office

after recommendation of a qualified individual or individuals by the BoA Nominating Committee.

2.1.1.i Vacancy in Office of Representatives

In the event of resignation, absence, disability, death or other inability to serve in by a Representative to the BoA, or if the representative's status changes such that they are ineligible to serve in the representative capacity to which they were appointed, the chair of the BoA shall appoint a qualified individual to complete the remainder of the term.

2.1.1.j Term of Office Cycle

The term of office of representatives and the chair shall commence at the end of the BoA business meeting in the year that the term of office for that person begins. The term concludes at the end of the BoA Business meeting in the year in which the term of office for that person ends. The one-year term of office of the Chair-Elect shall begin at the beginning of the BoA Hearings in the year preceding the year in which the individual's term as chair of the BoA will begin.

2.1.1.k Initial Terms of Office

The initial term in office for representatives shall be three (3) years. The terms of office of the representatives, excluding the chair, may be varied by the BoA from the terms of office to shorter or longer to provide continuity of experienced leadership on the BoA.

2.1.1.l Consecutive Terms of Office Limits

The chair and members of the BoA shall serve no more than two consecutive terms of office. An individual who previously served two consecutive terms may be appointed to a new term of office provided that the new term begins no sooner than the BoA Business Meeting two annual cycles after the prior term was completed. The Board Chair shall have the ability to grant an exception to a term based on due cause.

2.1.1.m Nominating Committee

The BoA chair shall create a Nominating Committee to assist the Board in selecting individuals for appointment to the offices on the Board, including the chair of the BoA. The chair of the Nominating Committee shall be a current member of the BoA. The Nominating Committee shall include an ATMAE member from the Professional 2-Year Academic membership class and an ATMAE member from the Professional 4-Year Academic membership class. The chair of the BoA may appoint other members to the Nominating Committee as needed, including individuals not serving as members of the BoA. The chair of the Nominating Committee shall communicate the slate of nominees for appointment to the chair of the BoA at least 90 days prior to the date on which the new terms of office will begin.

2.1.2 Authority of the Board of Accreditation and the Board Chair

The BoA has autonomous decision-making authority for the following activities:

a. determining accreditation status, including length of accreditation period (within approved guidelines), and determining special institutional requirements (such as focused reports) during the accreditation period.

b. creating and charging a committee to assist the Board in its duties. The chair of the BoA also has authority to create and charge a committee. The chair of the BoA shall make the appointments to all committees, including appointment of the chair of the committee, unless determination of the membership of a committee and the chair is otherwise defined.

c. appointing representatives to the BoA whereas the chair of the BoA has authority to make appointments due to vacancies.

d. making decisions which may be reasonably inferred to be within the BoA's authority in order to execute policies and procedures established or authorized to be established pursuant to the most current Accreditation Handbook.

e. set fees for accreditation.

2.1.3 Board Meetings

The Board shall meet at the annual ATMAE conference. Other meetings may be called by the chair of the BoA as needed. A quorum for any vote shall consist of a majority of the voting members of the BoA in attendance without a conflict related to the topic of board business. The chair or vice-chair of the BoA shall preside at all meetings of the BoA. The BoA shall conduct business at its meetings, but the BoA shall establish a policy to allow for conducting business and voting by electronic communication means outside of a regular meeting, provided that such policy ensures that a quorum of the BoA participates in such a vote, and that a record of the result of such electronic votes is included in the minutes of the next regularly scheduled BoA meeting.

2.1.3.1 Vice-Chair

a. At the beginning of the business meeting during the annual conference, the Board shall elect a Vice-Chair from the BoA representatives in attendance. The Vice-Chair shall act as the chair if it is necessary for the chair to relinquish the position because of a conflict-of-interest on any issue or due to a temporary absence of the chair from the meeting. The Vice-Chair will remain Vice-Chair for additional meetings held throughout the year until the next annual conference.

2.1.3.2 Voting

a. Each representative to the BoA shall have one vote. The chair may vote only when that vote will change the outcome of the decision. The Chair-Elect shall have voting privileges only if that individual is a current representative to the BoA.

2.1.4 Institutional Notification of Board Decisions

The MDA will notify institutions of all board actions (notice is sent to both institution and program heads) within 30 days of the Board meeting.

2.1.5 Validity and Reliability Officer

The chair of the BoA shall appoint an individual as the Validity and Reliability Officer, with responsibility to develop and maintain a systematic program designed to assess the validity and reliability of accreditation criteria, procedures, and standards.

2.1.6 Program Sponsors

The BoA may recognize and approve Program Sponsors in specific specialized areas of study. Program Sponsor status shall be terminated without cause by either the sponsoring agency or organization or the BoA with six (6) months written notice to the other party.

2.1.6.1 Board of Accreditation Membership

Program Sponsors shall be assigned one position on the ATMAE BoA for each ten (10) institutions with ATMAE accredited programs in their sponsorship area, up to a maximum of three (3) Board positions.

2.1.6.2 Program Sponsor Fees

Each Program Sponsor shall be assessed an annual sponsorship fee as established by the BoA for each Program Sponsor position on the ATMAE BoA. The fee shall be due within thirty (30) days of the start of the calendar year.

2.2 Appeals Panel

2.2.1 Appeals Panel Membership

The immediate past chair of the BoA, a Team Chair, or Team Member, in that order of preference, shall serve as non-voting chair of the Appeals Panel. Three (3) institutions offering accredited programs at the level of the petitioning institution (selected by chance by the Chair of the BoA) shall each provide one Panel member. Three ATMAE Professional Members with experience in the previous ten (10) years in the Accreditation program as either a Board representative, consultant, team chair, or team member shall be appointed by the chair of the BoA. One (1) member shall be appointed by the president of the institution filing the review petition. This member shall not be affiliated in any way with the institution. No Appeals Panel members may

be members of the BoA or the ATMAE Board of Directors. None may ever have been affiliated with the institution filing the Decision Review Petition, nor shall they have been involved in any process or action within the Accreditation program with respect to the institution as a Board representative, accreditation consultant, team member, or team chair.

2.2.2 Basis for Appeals

An institution may petition for review of a non-Accreditation decision on any of the following grounds. The institution believes the BoA and/or the visiting team:

a. failed to follow stated procedures or,

b. failed to consider all the evidence and documentation presented in favor of an institution's application or,

c. acted erroneously by disregarding accreditation standards or,

d. a visiting team member was guilty of bias.

2.2.3 Panel Activation

The Panel will be activated by the Chair of the BoA, in collaboration with the MDA, upon receipt of a decision review petition from the president of an institution. The petition must relate to one of the grounds cited above and justification must be provided for the basis of the request.

2.2.4 Time Schedule for Decision Review Petition Submission

No later than 30 days from the date the institution was notified of an adverse decision by the BoA, the institution must notify the Chair of the BoA in writing of its intention to petition for review of the decision, and not later than 60 days from the same date it shall submit documentation supporting such a petition.

2.2.5 Program(s) Status During Decision Review Process

The accreditation status of the program(s) shall remain unchanged during the review process, and there shall be no public notice of any change in program(s) status until the review process is complete.

2.2.6 Appeals Panel Meeting

A meeting of the Appeals Panel shall be called by the Appeals Panel chair within 90 days after receipt of documentation for the review petition from the filing institution. The meeting(s) of the Appeals Panel shall be conducted in accord with due process. The appellant institution has the right of a hearing before the Appeals Panel. The final action or recommendation of the Appeals Panel must be communicated in writing by the MDA to the Chair of the BoA, the BoA, and the head of the appellant institution not less than 90 days prior to the next scheduled meeting of the BoA. The meeting of the Appeals Panel may be held on the campus of the institution submitting the appeal petition.

2.2.7 Possible Action by the Appeals Panel

The Appeals Panel may take one of two actions: (a) affirm the original decision of the BoA or, (b) recommend to the BoA that it reconsider its original decision. In either case, the Appeals Panel shall provide reasons for its action.

2.2.8 Resubmission of a Decision Review Petition

An institution may petition only once for a decision review. The review is considered completed when the Appeals Panel affirms the original decision of the BoA or when the BoA takes formal action on the recommendation of the Appeals Panel.

2.2.9 Costs Incurred by a Decision Review Petition

The costs related to activation of the Appeals Panel and the administration of an appeal shall be the sole responsibility of the petitioning institution. The MDA shall provide to the petitioning institution a breakdown of approximate costs related to activation of the Appeals Panel and the administration of an appeal no later than 30 days prior to the meeting of the Appeals Panel. The MDA shall provide the institution a final bill for costs related to activation of the Appeals Panel and the administration of an appeal within 30 days of the communication of the final action or recommendation of the Appeals Panel.

2.3 Accreditation Personnel Committee

2.3.1 Committee Membership

Membership on this committee shall consist of the two co-chairs (one baccalaureate representative and one associate-level representative) from the Accreditation Standards and Policies Committee, the chair of the BoA, and the MDA. Additional members can be appointed by the BoA chair if deemed necessary.

2.3.2 Committee Authority

The committee shall:

a. approve or disapprove visiting team members, visiting team chairs, and consultants.

b. approve or disapprove institutional applications for accreditation when applications are received by the MDA.

c. review any complaints regarding performance of the on-site visiting team and determine appropriate actions.

d. review any complaint relevant to a program’s accreditation, in cases where the subject matter of the complaint does not fall under the authority of the Appeals Panel and determine appropriate actions. Submissions of

the complaint must fully disclose the complainant and the details of the complaint to be considered.

2.3.3 Committee Responsibilities

The Committee shall:

a. maintain an official list of approved visiting team members, visiting team chairs, and consultants.

b. assign approved visiting team members for specific institutional visits, assign approved visiting team chairs for visiting teams, and assign approved consultants to institutions in response to specific requests for consulting services.

c. plan and conduct training sessions for visiting team members, consultants and team chairs.

d. plan and conduct training sessions for institutional representatives involved in preparing Self-Study Reports.

e. evaluate visiting team members, team chairs, and consultants.

f. carry out other duties charged to the committee by the BoA.

2.4 Visiting Accreditation Teams

2.4.1 Membership

The size of each team will be determined by the size and complexity of the program(s) to be evaluated and the number of geographic locations to be visited. At least one team member must be from an institution offering programs at the level of the institution being visited. All team members must be members of ATMAE and shall have completed visiting accreditation team member training. To be eligible to serve as the chair of a visiting team, the individual must have served as a member of at least two visiting teams and have completed team chair training. Team chairs and Team members are required to complete re-training at least once every 3 years.

2.4.2 Assignments to Visiting Teams

The Accreditation Personnel Committee shall identify prospective members from the approved list for visiting teams and the ATMAE MDA shall send the names to the contact of the institution to be visited. If any of the proposed team members are not acceptable to an institution due to a conflict of interest, the identified Institutional contact person can inform the MDA, and an effort will be made to restructure the team. If it is not possible for the institution and the Committee to agree on team membership, the institution has the right to withdraw its request for accreditation or reaccreditation.

2.4.3 Visiting Team Responsibility

The visiting team shall:

a. review the institution's Self-Study Report.

b. conduct at least a two-day, on-site visit to the institution.

c. prepare a written report for the BoA following the guidelines included in the Accreditation Handbook, including a recommendation for accreditation status based on the guidelines in the training documentation.

d. have a team member present at the annual BoA hearings.

2.5 Approved Consultants

2.5.1 Process for Approval and Assignment

The Accreditation Personnel Committee shall have final decision-making authority for approval of consultants. Requests for official ATMAE consultants shall be sent to the MDA. The Accreditation Personnel Committee shall be responsible for the assignment of consultants to institutions and the MDA will submit the assigned consultant to the contact of the institution for approval.

2.5.2 Time Period of Approval Authority

Consultants are approved for a seven (7) year period as long as they continue to meet the Criteria for Approval as Consultants as outlined in 2.5.3.

2.5.3 Criteria for Approval as Consultants

To be approved as consultants, individuals must:

a. be thoroughly familiar with accreditation standards.

b. have served as chair of at least two visiting teams.

c. have attended a visiting team or chair training session in the last three (3) years.

2.5.4 Consultant Service

Individuals may not concurrently serve on any decision-making body of the Association of Technology, Management, and Applied Engineering which is considering the accreditation status of an institution where the individual served as a consultant within seven years.

2.5.5 Written Reports

Written reports shall be completed for each official consultant visit to an institution. A copy of the written report shall be submitted to the institution and/or program head of the institution being visited and the MDA within 45 days of the visit. A copy shall be placed in the permanent institutional file managed by the MDA. A copy of the written consultant report shall be

provided to the chair of any subsequent ATMAE on-site visiting team (if requested).

2.5.6 Consultant Fees

Institutions shall be charged an hourly fee, actual travel expenses, and an administrative fee for consultant services. The consultant fee shall include one (1) additional day for writing the consultant report for each day spent on the campus visit. Consultants with air travel requirements shall be paid two (2) additional half days for travel. The fee and expenses shall be paid to ATMAE, and the consultant will be reimbursed by ATMAE. (Contact the MDA for current rates.)

2.6 Accreditation Standards and Policies Committee

2.6.1 Committee Authorization

The Accreditations Standards and Policies Committee is responsible for reviewing and revising the Accreditation Policies and Procedures document and the Accreditation Handbook, holding public meetings concerning needed changes and presenting an updated Handbook every three (3) years for approval of the BoA by majority vote. All members of the committee shall be appointed by the BoA chair and serve 3-year terms.

2.6.2 Reporting Lines

The co-chairs of the Accreditation Standards and Policies Committee shall report to the Chair of the BoA and the MDA.

2.6.3 Criteria for Membership

Each member of the Accreditation Standards and Policies Committee shall have served as a member of at least two visiting teams. The two co-chairs (one baccalaureate representative and one associate-level representative) of the Committee shall have served as chair of at least three visiting teams. Exemptions to these requirements may be considered by the chair of the BoA and documented for just cause.

2.6.4 Committee Membership

The Committee shall include two members from the Professional 2-Year Academic membership class, two members from the Professional 4-Year Academic membership class, and one member from the Professional Industry class. An individual may serve as an Industry Representative despite not currently working in industry if the individual had been working in industry within the ten years prior to the beginning of their term of office.

2.6.5 Committee Responsibilities

The committee shall:

a. solicit input and develop proposed policies, procedures, and standards for accreditation of Degree programs and submit these materials to the BoA.

b. assist the Committee co-chairs in the performance of their responsibilities on the Accreditation Personnel Committee.

2.7 Board of Accreditation Finance Committee

2.7.1 Committee Authorization

The BoA Finance Committee is responsible for overseeing and advising on all matters related to the financial management of accreditation. In addition, the Committee is responsible for the autonomous oversight of the accreditation budget and reserves fund and their use per the Policies and Procedures.

2.7.2 Reporting Lines

The BoA Finance Committee shall report directly to the Chair of the BoA and interact with the MDA and ATMAE Treasurer to efficiently and effectively set fiscal direction to enhance the accreditation operations.

2.7.3 Criteria for Membership

Each member of the BoA Finance Committee is appointed by the Chair of the BoA and shall be or shall have served as a member of the BoA. When vacancies occur or terms expire, the Chair of the BoA shall appoint/reappoint members to serve a (3) three-year term. The Committee will comprise of (3) three voting members and (2) two non-voting members. The non-voting members include the MDA and the ATMAE Treasurer. Exemptions to these requirements may be considered by the Chair of the BoA and documented for just cause.

2.8 Conflict of Interest

Only individuals without potential conflict of interest shall be involved either in formulating recommendations or in the decision-making process. Individuals shall be considered to have a potential conflict of interest if they:

a. have been employed, contracted, or has been a candidate for employment as a faculty member, administrator, or ATMAE consultant by the institution being reviewed within past (7) seven years.

b. have close relatives in the employ of the institution being reviewed.

c. own more than five percent of the stock in a company that does business with the institution being reviewed.

d. are employed by a company that markets products directly to the institution being reviewed.

e. are a current student or recent graduate (within the past seven years) of the institution being reviewed.

Members of the BoA, the Accreditation Appeals Board, the Accreditation Personnel Committee, visiting accreditation teams, and official consultants shall remove themselves from all deliberations relating to the accreditation process for specific institutions when any of the above situations exist. The Accreditation Personnel Committee shall have final authority for determining if a conflict-of-interest situation exists. They also shall be responsible for ensuring that individuals involved in the accreditation process are aware of and adhere to these policies.

2.9 Accreditation Personnel

A list of all individuals on accreditation policy and decision-making bodies is available upon request from the MDA.

3. ACCREDITATION POLICIES

3.1 Type of Programs

ATMAE accredits clearly identifiable programs at the associate, baccalaureate (including Reduced-Credit Baccalaureate Degree programs of a minimum of 90 semester hours, as described in 1.4), and master's levels that meet the definition of degree programs as described in section 1.2 and meet the Standards of Accreditation.

3.2 Request for Accreditation

To initiate the accreditation process, a Request for Accreditation or Reaccreditation Form must be submitted by the head of the institution, or a designated representative, to the MDA. The request must be made by October 1st of the year preceding the expected accreditation visit. The Board Chair shall have the ability to grant an exception to this deadline.

An institution may, at any time, withdraw its request for accreditation and thereby stop the accreditation process. The institution will be responsible for payment of all expenses incurred prior to receipt of the withdrawal request. The ATMAE will not re-evaluate a program which it has already accredited without authorization by the institution except as specified under 3.12, Review of Complaints, and 3.16, Related Accreditation Agency Status.

3.3 The Visiting Team

The on-site visitation will be performed by a team consisting of a chair and other members assigned by the Accreditation Personnel Committee from a list of individuals previously approved by the Accreditation Personnel Committee.

3.4 Schedule for Visitations

Visits will normally be conducted between March 1 and May 1 and will be scheduled through the MDA by action of the Accreditation Personnel Committee. Visits will be scheduled in consultation with the institution and members of the visiting team to ensure classes can be observed and students interviewed.

3.5 Notification of Visit

It is the responsibility of the institutional contact person to inform the head of the institution and the program head of all aspects of accreditation activity.

3.6 Cost of Accreditation

Institutions are charged an initial accreditation visit fee and an annual accreditation fee, as described in 3.6.1 and 3.6.2 below. Unless a different due date, late fee, or arrears period is specified for a particular fee, accreditation fees are due and payable thirty (30) days after receipt of an invoice, and accreditation will be automatically withdrawn from an institution whose fees remain unpaid four (4) months after the applicable due date. Accreditation status will be reinstated (for the specific period initially granted) only by action of the BoA.

3.6.1 Initial Accreditation Visit Fee

The fee for an initial accreditation visit is set by the ATMAE BoA and is due and payable 30 days prior to the initial on-site visit. Invoices for Accreditation Visit Fees are generally issued by February 1.

3.6.2 Annual Accreditation Fee

The annual accreditation fee covers the accreditation period of November 1 through October 31 and is set by the ATMAE BoA. For institutions newly granted accreditation, the first annual accreditation fee is billed immediately following the Accreditation hearings at which accreditation was granted. In subsequent years, the annual accreditation fee is invoiced on or around September 1 for the upcoming period. In both cases, payment follows the standard due date in 3.6 (thirty (30) days after receipt of invoice). Fees not paid by November 1 (the first day of the period being funded) are assessed a one-time late fee equal to ten percent (10%) of the outstanding balance, and accreditation is automatically withdrawn if the fee remains unpaid four (4) months later (on or around March 1). Institutions that receive "non-accreditation" status by action of the BoA will be refunded the annual accreditation fee for any accreditation period for which they are no longer accredited if the fee for such period was paid. *(Contact the MDA for current rates.)*

3.6.3 Visiting Team Member Fees

Hotel accommodations for the visiting team members will be secured and paid by the institution.

If the Accreditation Personnel Committee determines that more than three team members are required for any visit, or that more than three (3) on-campus days are required for the visit, or if a follow-up on-site visit is required, then the institution will be billed for actual travel costs for the extra team member(s) or additional visit days, or for the follow-up visit. “Actual travel costs” for each extra team member will be determined by dividing the total travel costs by the number of team members. Actual travel costs for each additional visit day will be determined by dividing the total travel costs by the number of on-campus days required for the visit. If a follow-up on-site visit is required in addition to actual travel costs, the institution will be assessed a follow-up visit administrative fee. *(Contact the MDA for current rates.)*

3.6.4 Travel Costs Surcharge

The ATMAE BoA authorizes the assessment of a travel expense surcharge on initial accreditation visits or on reaccreditation visits, where travel costs greatly exceed the average travel expenses on an accreditation visit. The determination whether a travel cost surcharge will be assessed on a visit will be made by the MDA.

3.7 Self-Study Report

The institution shall submit an extensive Self-Study Report to the MDA and visiting team by January 31, detailing all aspects of its Degree Program/Option(s). The required format and content of the report are outlined in Section III of the Accreditation Handbook. If a late submission is necessary, the institution must provide notice and justification via email to the MDA and obtain approval from the Personnel Committee before the deadline.

3.8 Visiting Team Report

Within 45 days after an accreditation visit to an institution, the MDA shall submit a final written report to the Head of the Institution, Head of the Program, and Institutional Contact Person whose program was evaluated. Visiting team members are required to maintain strict confidentiality with information provided during the institution’s accreditation review process. Refer to ATMAE Accreditation Handbook, section VII – Post Visit Actions, for further explanation.

3.9 Board of Accreditation Action

The MDA will distribute visiting team reports, and institutional responses to those reports, to all members of the BoA approximately 30 days prior to its annual meeting. The Board will review and act on each visiting team report at its annual meeting.

The head of the institution, or his/her representative, is required to attend the Board Hearings and briefly address the Board. Failure to attend the hearings requires all BoA actions regarding that institution’s programs to be tabled with further action to be coordinated with the MDA. The chair of the visiting team or a

team member is required to attend the Board Hearings. Refer to section 4.2 for Accreditation Actions to be taken by the Board.

The final action by the BoA will be reported:

a. by letter from the MDA to the head of the institution, the head of the program visited, and the institutional contact person within 30 days after the Board of Accreditation Hearings at which the action is taken. In cases where any adverse accrediting action was taken by the Board, this letter will include a statement of the reasons for the adverse action along with a copy of the appeals procedure. It is the institutions' responsibility to inform the appropriate Regional or National accrediting agency of their ATMAE accreditation status.

b. in Association publications, if the action is to grant accreditation or reaccreditation.

c. on Association's website within 30 days after the Board of Accreditation Hearings at which the action is taken. The public disclosure will include the accreditation status, the reason(s) for the accreditation action, including any standards identified as being in partial or non-compliance, and any required follow-up action.

3.10 Accreditation Publicity

An institution may indicate ATMAE accreditation only during the period of such accreditation. Institutions may not publicize that they have either "applied for accreditation" or that they are a "candidate for accreditation." All institutional references to accreditation must clearly specify the program(s) and option(s) for which accreditation has been received.

3.11 Appeals Request

The President or their representative may submit to the MDA a request to have the Appeals Board review the terms of accreditation imposed by the BoA based on the criteria described in 2.2.2.

3.12 Review of Complaints

Complaints against an accredited program will be investigated if the complaint is submitted in writing (email may be considered if properly authenticated by the MDA), with appropriate documentation, to the chair of the BoA. The complaint will first be referred to and reviewed by the Accreditation Personnel Committee, and a decision will be made by this committee on whether to pursue the complaint. Only complaints relating to the violation of specific accreditation standards will be considered. If the decision is made not to review the complaint, the individual(s) submitting the complaint will be notified (within 30 days of receipt of the complaint) of this decision, and the institution against whom the complaint is lodged will be notified (within 30 days of receipt of the complaint) that a complaint was received, and a decision was made not to pursue it. If a decision

is made to pursue the complaint, the institution and program head will be notified (within 30 days of receipt of complaint) to respond to the complaint in writing.

After receipt of the written response, the Accreditation Personnel Committee (within 30 days of receipt of the written response) may decide to refer the complaint to the BoA for action, decide not to further pursue the complaint, or take other actions such as sending an approved consultant for an on-site visit. The consultant (within 30 days of the on-site visit) will submit a report and recommendation regarding the complaint for possible action by the Accreditation Personnel Committee or the BoA. If, at this stage, the Accreditation Personnel Committee believes the institution has adequately refuted the complaint, or if the institution acknowledges the validity of the complaint and initiates appropriate and adequate action to correct the violation, the committee will act in a timely manner to notify the complainant and the institution of the resolution of the complaint.

If the institution either does not adequately refute the alleged violations, or if it cannot or will not attempt to correct the alleged violations, the matter will be placed on the agenda for the next BoA meeting for action or a special meeting of the Board will be called by the chair. Actions which may be taken by the BoA include withdrawal of program accreditation. Every effort will be made to ensure that complaints are handled in a timely manner.

3.13 Review and Approval of Accreditation Standards

Responsibility for developing, reviewing, revising, and editing all proposals regarding standards (and the revision of existing materials) for the accreditation of degree programs rests solely with the Accreditation Standards and Policies Committee. Final approval, authority, and responsibility for conducting the accreditation hearing process and revising accreditation policies, procedures, and standards has been delegated by the Board of Directors to the BoA. The BoA shall conduct hearings at least every five years to review accreditation policies, procedures, and standards and shall seek input from institutions with accredited programs, accreditation team members, consultants, and advisory board members for programs in accredited institutions. Accreditation policies, procedures, and standards shall be published in an Accreditation Handbook and shall be available upon request to interested individuals and organizations. Refer to Figure 3.1 for procedures on revising accreditation standards.

1. Accreditation Standards and Policies Committee receives external suggestions for revisions of accreditation standards.
2. Accreditation Standards and Policies Committee develops internal suggestions for revision of accreditation standards and reviews, edits and or revises any external recommendations.
3. Accreditation Standards and Policies Committee makes specific recommendations for change to the BoA.
4. BoA seeks written and/or verbal input from the following sources:
    a. Institutions with accredited Degree Program(s).
    b. Accreditation team members and consultants.
5. Public hearings are conducted at the annual convention (at least every five years).
6. BoA takes official action on standards.
7. MDA publishes new standards.

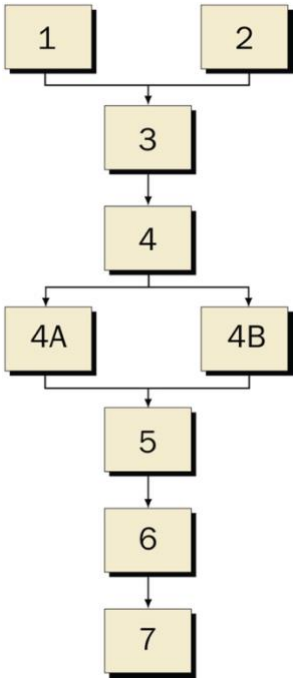

Figure 3.1 - Procedures for Revising Accreditation Standards

3.14 Accreditation Status of Programs

The MDA maintains a list which identifies institutions with accredited programs, the programs at each institution which have been accredited, the accreditation status of each of the programs, and the date for the next scheduled review of accreditation. This list is made available to anyone requesting it.

3.15 Related Accreditation Agency Status

In considering whether to grant initial accreditation status to a program, ATMAE will consider actions by other recognized agencies which have denied accreditation status to the institution or program, have placed the institution or program on public probationary status, or have revoked the accreditation status of the institution or program(s). Further, if any of the above actions take place during an accreditation period, the status of accreditation will be promptly reviewed to determine if there is cause to alter that status. It will be the responsibility of the head of the institution to notify the ATMAE of any change in institutional or program accreditation status during a period of accreditation.

3.16 Requests for Extensions

The BoA may grant a single one-year extension for the initial accreditation period, for the reaccreditation period, for Progress Reports or for Progress Reports and Visits. Extensions are extremely rare and will be considered only under extraordinary circumstances, such as natural disasters. Institutions requesting an extension must provide thorough documentation of the reasons(s) for the request, along with actions taken to maintain compliance with ATMAE accreditation standards since the last accreditation action. Requests for

extensions should be submitted to the MDA 45 days prior to the annual Board hearings and one year in advance of the end of the accreditation or reaccreditation period for the institution. Any extensions granted will be applied toward the subsequent accreditation or reaccreditation periods as stated in 4.1 Accreditation Periods. The Board may impose an administrative fee and make exceptions to this standard as may be deemed necessary.

3.17 Program Changes during an Accreditation Period

If the accredited program(s) changes substantially during any period of accreditation, the institution must report these changes to the MDA by September 1 of the current accreditation period. These changes will be reviewed by the Accreditation Personnel Committee. The Accreditation Personnel Committee will forward their findings and recommendations to the BoA and, if it appears that to the Board the changes may have altered the compliance status of the program(s), the Board may require a more extensive report, or visit, on the changes and then review the accreditation status of the program(s).

If an institution plans to offer a Reduced-Credit Baccalaureate Degree, either as a new program or by reducing an existing ATMAE-accredited Baccalaureate Degree program to a minimum of 90 semester hours, the change will not be considered a Substantive Change under this section. Instead, the institution must submit a new Request for Accreditation for the Reduced-Credit Baccalaureate Degree program in accordance with 3.2. The program will be reviewed as an initial accreditation application under 4.1 of these Policies, even if it was developed from an existing ATMAE-accredited Baccalaureate Degree program.

4. ACCREDITATION PERIODS AND ACTIONS

4.1 Accreditation Periods

The initial period for program accreditation shall be four (4) years while the reaccreditation period shall be six (6) years (unless altered by an extension, see 3.16). Upon an institution receiving a 1-year extension 1 year shall be subtracted from their next accreditation period.

4.2 Accreditation Actions

The Board may take action to grant Accreditation or Non-Accreditation status. All programs are required to meet and comply with all of ATMAE's Accreditation Standards within four years. Non-Accreditation status indicates that a program does not substantially comply with ATMAE standards. If Accreditation status is granted, but a program does not fully meet standards, the Board shall require a progress report, a consultant, and/or a progress report with an on-site visit in one or two years. The board has full discretion to rule outside of the recommended guidelines.

4.2.1 Written Progress Report

If a program substantially meets standards but has deficiencies and/or weaknesses, the Board shall require a progress report addressing the issues.

The Board shall require a written progress report in two years on those standards that were in partial and non-compliance. If at the end of the two-year period the Board determines the program is still not fully compliant, they can require another written progress report in one or two years; another written progress report and an on-site visit; or a consultant visit and another written progress report. Progress made after the dates of an accreditation or reaccreditation visit must be documented in the progress report (and may not be addressed at the Board Hearings following a program review visitation.) All written progress reports must be submitted to the MDA no later than sixty (60) days prior to the Accreditation Hearings. All progress reports must be written according to the guidelines contained in Section VIII of the Accreditation Handbook. Failure to follow the guidelines, or failure to submit a written progress report when due, may result in movement of a program to non-accreditation status. Notice and justification of a late submission must be emailed to the MDA and approved by the Personnel Committee prior to the deadline.

A committee will be formed to review each progress report and submit their recommendation of action to the BoA at least 30 days prior to the accreditation hearings. The committee shall include the original Visiting Team Chair, MDA, and a BoA representative. The BoA chair is authorized to modify this committee and timeline as necessary.

4.2.2 Written Progress Report and On-Site Visit

If a program substantially meets standards but has serious deficiencies and/or weaknesses that must be corrected, the Board can require a written progress report and an on-site visit in two years on those standards that were in partial or non-compliance. If at the end of the two-year period the Board determines the program is still not fully compliant, they can require another written progress report in one or two years; another written progress report and an on-site visit; a consultant visit and another progress report; or the program can be moved to “Non-Accreditation” status. If an on-site visit is required, the written progress report must be sent to the visiting team member (usually the previous team chair) and MDA thirty (30) days prior to the scheduled visit. Notice and justification of a late submission must be emailed to the MDA and approved by the Personnel Committee prior to the deadline.

4.3 Loss of Accreditation

If a program receives “Non-Accreditation” status, any subsequent application for reaccreditation shall be considered as an initial application and the maximum period of accreditation shall be four (4) years.

4.4 New Programs or Options in Institutions with ATMAE Accredited Programs

The BoA shall, in order to keep all programs and options on the same accreditation schedule, grant initial accreditation for up to six years for new

programs and options in institutions having other ATMAE accredited programs. Additional program synchronization shall also be applied to achieve the same accreditation cycle automatically.

5.0 BUDGET AND MANAGEMENT POLICIES AND PROCEDURES

5.1 Accreditation Functions

The BoA shall have complete and unfettered autonomy in formulating accreditation standards for educational programs within the framework of the formal process designated for stakeholder input and BoA adoption; developing and implementing accreditation policies, rules, budget, and procedures for conducting accreditation activities; and determining accreditation status.

5.2 Budget

The MDA shall have the authority to prepare and manage a budget for the conduct of accreditation activities and propose an accreditation fee schedule. The BoA Finance Committee shall review, revise, and forward the proposed budget to the Chair of the BoA. The BoA shall review and approve the budget consistent with its fiduciary responsibilities, and the requirement that such budget provides for adequate resources as appropriate for the conduct of accreditation activities. Funds will be identifiable on the Statement of Financial Position and the Statement of Income and Expenses, and will be managed by the MDA, in coordination with the BoA Finance Committee, the ATMAE Treasurer and the ATMAE contracted accounting firm.

5.2.1 Preliminary budget

The MDA working in conjunction with the Finance Committee, and the ATMAE treasurer shall annually prepare a preliminary budget and proposed fee schedule. The budget must be constructed to project a positive end-of-fiscal-year balance and be completed by May 1st of each year.

5.2.2 Budget schedule

The BoA Finance Committee shall present the preliminary budget and fee schedule to the Chair of the BoA by June 1st of each year to solicit feedback.

5.2.3 Accreditation Reserves

Eighty percent of the annual net income from accreditation will be allocated to ATMAE's Accreditation Reserves, a designated account to ensure funding for future accreditation activities in the event of financial challenges or the discontinuation of ATMAE Accreditation. This allocation will continue until the reserve balance reaches $1 million.

The remaining 20% of accreditation's net income will be held in ATMAE's general fund to cover accreditation-related expenses, including insurance, accounting, and social media. The reserve balance, income distribution, and any excess funds above $1 million will be reviewed on an annual basis.

5.2.4 Release of Accreditation Reserves

The accreditation reserves are intended solely for emergency use and should only be used when accreditation is not financially viable. These reserves are designated to cover the yearly accreditation costs for institutions that have previously paid accreditation fees. The accreditation reserves shall be reviewed annually during the budget review process and the annual release of funds from these reserves should be zero.

5.2.5 Budget change recommendations

The MDA in conjunction with the ATMAE treasurer shall prepare any formal recommendations for consideration by the BoA Finance Committee regarding the budget including desired changes and a rationale for those changes. The BoA Finance Committee will then present those recommendations to the BoA Chair and BoA.

5.2.6 Fiduciary responsibility

The BoA shall review and adopt the budget presented by the BoA Finance Committee consistent with its fiduciary responsibilities. The budget must provide for adequate resources as appropriate for the anticipated and autonomous scope of accreditation activities and operations as presented to the Council for Higher Education Accreditation (CHEA).

5.2.7 Monthly summary statements

The ATMAE contracted accounting firm shall provide monthly financial summary statements to the MDA and the BoA Finance Committee. Should it become necessary to make mid-year adjustments in the budget to fund the yearly costs of accreditation, the MDA will work with the BoA Finance Committee and ATMAE Treasurer to prepare proposals for presentation to the BoA and for adoption.

5.2.8 Fiscal year reporting

At the completion of the fiscal year, the MDA shall prepare a previous year financial report for the BoA Finance Committee. After review, the BoA Finance Committee will present to the Chair of the BoA and the BoA. The MDA will present the report to the Board of Directors.

5.3 Accreditation Personnel

The BoA will be assisted by a MDA who serves as the BoA's principal representative on issues related to the conduct of accreditation activities. Input will be sought by the BoA in the hiring, evaluation, and/or termination of the MDA. The MDA shall have the authority, within the staffing framework of ATMAE, to manage the operations of the accreditation program and report directly to the BoA Chair.

5.4 ATMAE Board Representative

The Chair of the BoA shall serve as a non-voting member of the ATMAE Board of Directors.