Policy Group	Academic Programs	Policy Number	ACA-PRO-02	
Responsible Office	Office of the Provost	**Distribution**	External	
Date Approved	4 June 2018	**Effective Date**	Fall 2018	
Date Last Reviewed	New Procedures	**Due Date for Next Review**	15 May 2021	

PROCEDURES
Accreditation of Academic Programs

1. **Guidelines for National CAA Accreditation**
   1.1 The college Dean is responsible to ensure that any new program or substantive change to an existing program has internal approval.

   1.2 The college Dean is responsible to ensure that Abu Dhabi Department of Education and Knowledge (ADEK) approval is obtained before applying to the UAE Ministry of Education's Commission for Academic Accreditation (CAA).

   1.3 The college Dean is responsible to ensure that new programs meet CAA standards.

   1.4 The college Dean is responsible to ensure that any program change will not affect the accreditation of the program. All substantive changes need approval from the CAA.

   1.5 The University Accreditation Standing Committee's feedback and recommendations will be solicited on major CAA accreditation issues.

   1.6 The Office of the Provost is the only source of reporting accreditation related data to external units.

   1.7 Enquiries and communications related to ADEK and CAA accreditation must be routed through the Office of the Provost. Faculty are not permitted to contact CAA or ADEK directly.

2. **Guidelines for International Professional Accreditation**
   2.1 The college Dean is responsible to make sure that international professional accreditation is sought after college programs have been accredited by the CAA.

   2.2 The Dean or his/her designee will identify the appropriate accreditation bodies that meet the requirements of the college programs

   2.3 Any program changes made due to the requirement of the international/professional accreditation body must not affect the CAA accreditation of the program.

   2.4 The University Accreditation Standing Committee's feedback and recommendations will be solicited on major international professional accreditation issues.

   2.5 In all cases, the Office of the Provost must be kept informed of communications with the accreditation bodies regarding international/professional accreditation.

3. Schedule

    3.1   It is the responsibility of the college Dean to ensure all submissions of reports to the accreditation body are done in a timely manner.

    3.2   The timeframe for accreditation is set by the Office of the Provost in consultation with the college Dean and the accreditation body's timetable for review.

4. Completion and Compliance

The Office of the Provost is responsible to review the college's submission of accreditation documents for its comprehensiveness, accurateness, consistency and compliance with the relevant accreditation standards, and will work with the relevant faculty/administrators to submit the documents as required to the accreditation body.

5. Documents

The following are example documents for accreditation of academic programs. They include internal documents as well as external ones. The Dean of the program seeking accreditation must ensure that all versions of these are up to date at the time of application.

    5.1   Internal documents are created within the university to support the accreditation process. They are:
- a) Application letter from the Chief Executive Officer (Vice-President);
- b) ADEK Proposal Template;
- c) ADEK Application (self-study) for authorization of a new program;
- d) CAA Self-Study Template for initial accreditation or renewal of accreditation;
- e) CAA Self Study for initial accreditation or renewal of accreditation;
- f) Response to External Review Team (ERT) assessment report;
- g) Catalog, Policies and procedures manual, Organization chart, Quality Assurance Manual, Learning Outcomes Assessment Manual, Students handbook, Faculty handbook, Staff handbook, etc.;
- h) Accreditation Timeline.

    5.2   External documents are those that have been originated and prepared by the accreditation and authorization bodies. They are:
- a) ADEK Criteria, Guidelines and Procedures for Authorization of New Programs in The Emirate of Abu Dhabi;
- b) ADEK Application Cover Page for New Program Authorization;
- c) CAA standards for Licensure and Accreditation;
- d) CAA Application form for accreditation/reaccreditation;
- e) CAA Procedural Guidelines for Initial Accreditation;
- f) CAA Procedural Guidelines for Renewal of Accreditation.

The Office of the Provost is the primary source for obtaining the latest version of the above documents.

6. Revision History

Date	Revision
9 June 2020	Non-substantive change: Added External Distribution.
7 November 2019	Updated the policy group, number, and the responsible office.
4 June 2018	New procedures approved by the Vice-President (VP Decision #85 of 2018)