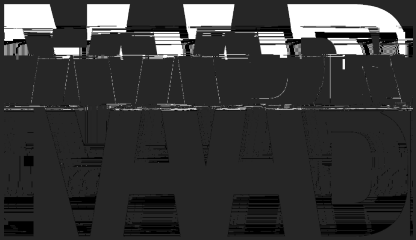


*Procedures for
Accreditation*
2020 Edition



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Conditions Procedures for Accreditation

Introduction

1. Terms of Accreditation

1.4. Stage IV: First Term of Continuing Accreditation Following a Term of Initial Accreditation

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1.5. Stage V: Subsequent Terms

1.5.4 Revocation of Accreditation. This indicates that the program has made insufficient progress during a two-year probationary period. Accreditation may also be revoked:

- a) If the team observes and the NAAB finds substantial and uncorrectable noncompliance with the NAAB *Conditions for Accreditation* during any visit.
- b) If no Architecture Program Report

2.2.5

2.5. Conflicts of Interest

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3.3. Site Visit

3.3.1 Scheduling the Dates for the Visit.

Observation of Studios, Lectures, and Seminars.

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Debriefing Sessions.

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5.4.9 Public Disclosure of Accreditation Outcomes.

Conditions *Procedures*

5.5. Subsequent Evaluation Visits for Continuation of Candidacy

6. Special Circumstances

6.1. Request to Postpone a Regularly Scheduled Visit

Under certain circumstances, a program may request postponement of a regularly scheduled visit for initial candidacy, continuation of candidacy, or continuing accreditation. The process for requesting a postponement is the same in all cases. A program may only request a postponement one time in any accreditation cycle. Visits for initial accreditation, substantive change reviews, and nomenclature change reviews may not be postponed.

6.1.1 Procedure for Requesting a Postponement. Not later than July 1 of the year before a regularly scheduled visit, a program may request that the visit be postponed to the next academic semester or quarter (e.g., a visit scheduled for spring 2021 may be postponed to fall 2021). The request must include the following:

- a) A written request for the postponement from the institution's chief academic officer.
- b) A brief description of the reason(s) for requesting the postponement.
- c) A brief description of the benefit(s) of the postponement to the program, the institution,

6.2.2 Action on the Request. The NAAB executive committee decides whether to grant or deny a request to advance the date of a visit for initial accreditation. The NAAB will announce its decision in a letter to the institution's chief academic officer within seven days after the decision is made.

6.3. Early Termination of a Visit

6.3.1 Visits may be terminated only under extreme circumstances or catastrophic conditions. These include the following:

6.5.1 Definitions

- a) **Branch Campuses Requiring Separate Accreditation.** A branch campus is a location that:
1. Is geographically apart from and independent of the accredited program offered at the main/flagship campus of the institution.
 2. Is permanent.
 3. Offers at least 50 percent of the curriculum leading to a NAAB-accredited degree or has a curriculum that differs significantly from that offered at the main/flagship campus.
 4. Has its own faculty and administrative/supervisory organization, including committee structures.
 5. Has its own budgetary and hiring authority.
 6. Engages students and faculty in committees or professional organizations that are unique to the branch campus.
 7. Provides opportunities for research and scholarship controlled at the branch campus.

NAAB-accredited programs offered at branch campuses must be accredited separately from those offered at the main campus (e.g., the University of California system or the University of Texas system). For the purposes of accreditation, institutional partnerships that offer a NAAB-accredited program at more than one main/flagship campus or more than one institution will be considered under this definition.

- b) **Additional Site as Part of a Single Accredited Program.** An additional site is a location that:
1. Is geographically apart from but not independent of the accredited program at the main/flagship campus or its organizational control and management.
 2. Has one dean and/or administrative head with overall responsibility for the program and one committee structure serving the programmatic needs of the additional site and the main campus site (i.e., one curriculum committee, one grievance committee, and one admissions committee).
 3. Integrates faculty, staff, and students into the academic, professional, and social life of the program at the main campus. This includes faculty and students from the additional sites being engaged in committees and professional organizations, and having comparable access to scholarly and research activities.

Programs offered at a main campus and at an additional site are accredited together as a single program.

- c) **Teaching Site and Study Abroad as Part of a Single Accredited Program.** A teaching site is a location that is geographically apart from but not independent of the accredited program. It is used only for instruction during a specific course or single-semester or quarter-equivalent sequence. The teaching site allows the program to meet the needs of different course components within a single curriculum. Teaching sites and study abroad programs are reviewed within the context of the curriculum for the NAAB-accredited program.
- d) **Online Learning as Part of a Single Accredited Program.** For the purposes of accreditation, courses offered online will be considered under the definition of teaching sites, unless more than 40 percent (credit hours) of the total NAAB-accredited curriculum is delivered online or the on-campus residency requirement is less than six weeks. In such cases, the online program will be considered an additional site, providing that the online and on-campus curricula are the same.

6.5.2 Determination of Accreditation Status for Remote Locations or Additional Sites. In the APR submitted for a visit for continuing accreditation, the program must include its responses to the Branch Campus Questionnaire found on the NAAB website and a narrative description of its remote locations, additional sites, teaching sites, and online learning using the definitions above. The narrative must address the following matters:

7. Substantive Changes Requiring Review by the NAAB

Occasionally, programs or institutions may seek to make substantive changes that may affect the NAAB-accredited degree program. Substantive changes must be reviewed by the NAAB before implementation by the program or institution and if approved, may not be applied retroactively.

7.1. Substantive Changes Requiring Review

7.1.1 Professional Degrees and Curriculum Changes

- a) Changes to the curriculum of an existing program or track for completing the program that affects the admissions requirements of the program (e.g., shifting from a single-institution M. Arch. to an M. Arch. that requires an undergraduate degree for admission).
- b) Changes to the curriculum that effectively “split” an accredited single-institution program into a multidegree sequence that concludes with an accredited graduate degree and that may require an undergraduate degree for admission (e.g., changing from a B. Arch. to an M. Arch. that requires an undergraduate degree for admission).
- c) A program change that requires a significant change in pedagogy or the approach to delivering the professional degree (e.g., moving from traditional, on-campus learning to fully online learning).

7.1.2 Nomenclature Change Proposals Are Limited to the Following:

- a) Programs seeking to convert an existing B. Arch. program to a single-institution M. Arch. program through modest adjustments.
- b) Programs seeking to convert an existing five-year, single-institution M. Arch. program to a B. Arch. program through modest adjustments in the curriculum.
- c) Programs seeking to convert an existing M. Arch. program that requires an undergraduate degree (either in architecture or another discipline) for admission to a D. Arch.

7.1.3 Institutional Changes

- a) The addition of new tracks to existing accredited programs.
- b) Consolidating or merging an institution offering an accredited degree with another institution.
- c) Physical relocation of a program in a single institution, with multiple, additional teaching sites or remote sites (e.g., an institution consolidating the professional program at an additional teaching site or from multiple sites to a single location).
- d) Phasing out an existing NAAB-accredited program.
- e) Changes in the accreditation status of the institution.

Programs seeking to make a substantive change must first contact the NAAB in writing to determine which of the following procedures is appropriate or whether the changes are sufficiently expansive to constitute a new, proposed program that may be required to pursue candidacy and initial accreditation. In the event that the program must pursue candidacy and initial accreditation, the board may approve an accelerated schedule.

7.2. Application

Programs seeking approval of a substantive change must submit the following:

- 7.2.1 A letter from the chief academic officer of the institution requesting approval of the change.
- 7.2.2 A copy of the most recent decision letter from the NAAB.
- 7.2.3 Copies of other institutional or state-required approvals for the change. The NAAB will not consider substantive change requests that have not met all other requirements for institutional or state-required approvals.
- 7.2.4 **Implementation Plan.** This plan must identify a course of action for implementation of the

substantive change within not more than two academic years after receiving approval from the NAAB. The plan must include the following:

- a) Securing resources not already available to the program (e.g., faculty, space, financial support), if necessary.
- b) Developing and implementing new courses and/or curricular sequences, if necessary.
- c) Proposed last academic year in which students will be admitted to the program in its current configuration.
- d) Plans for ensuring that students in the existing configuration are able to complete Tc.0032 and nd-5.8()-TJ-

- a) A description of the current program for Conditions 1, 2, and 5.1–5.5.
- b) A description of the resources currently supporting the program for Conditions 5.6–5.8.
- c) A description of the effect of the proposed change on the program's compliance with Conditions 5.6–5.8.
- d) An assessment of the implications of the existing program on enrollment and for Conditions 1, 2, and 5.1–5.5.

7.3.3 New or Additional Tracks for Completing a NAAB-Accredited Degree Program

- a) Proposals for new or additional tracks for completing a NAAB-accredited degree program must include all of the same materials as required for a professional degree and curriculum change (see above).
- b) An assessment of the implications of the new track for the existing program.

7.3.4 Nomenclature Change

- a) Programs seeking approval of a nomenclature change must meet the following:
 - 1. Have a full term of continuing accreditation.
 - 2. Have met either Condition II.2 (Curricular Framework) of the *2014 Conditions for Accreditation*, or Conditions 4.1 and 4.2 of the *2020 Conditions for Accreditation*, as of the last accreditation visit and VTR.
 - 3. No element of Condition II.3 of the *2014 Conditions for Accreditation* or Condition 4.3 of the *2020 Conditions for Accreditation*, may be listed as a cause of concern or not met in the most recent VTR.
 - 4. Have requested the change within four years of the last regularly scheduled accreditation visit.
- b) The proposal for the nomenclature change must include:
 - 1. The program's response to Condition 4.2, Professional Degrees and Curriculum.
 - 2. A matrix for Condition 3, Program and Student Criteria (relating coursework to the criteria), for the current degree program.
- c) The proposal must also include a description of the proposed new degree nomenclature and any changes that must be made to the pr

7.6. Substantive Change Sequence

7.6.1 The panel will review the application and materials along with the most recent VTR.

7.6.2

- h) The program, if it wishes, may submit a written response to the final report when it submits corrections of errors of fact.

7.7. Recommendations for Substantive Change Proposals

The panel may make one of three recommendations to the NAAB Board of Directors. These recommendations do not apply to phase-out plans (Section 7.9):

- 7.7.1** Approve the change and leave the existing visit schedule unchanged.
- 7.7.2** Approve the change and advance the time for the next visit for continuing accreditation, while allowing adequate time for the program to prepare.
- 7.7.3** Deny the change.

In the event that the change is approved, the panel will recommend a specific date by which the existing program will be fully phased out, including appropriate “teach out dates.” In the event that the change results in a nomenclature change for the accredited degree, an effective date for the new degree title will be reported to NCARB.

7.8. Final Decision

The responsibility for the final decision rests with the NAAB Board of Directors. If approved, substantive changes may not be applied retroactively. In the event that the NAAB denies the substantive change request, the program must wait until after its next regularly scheduled accreditation visit to reapply. Decisions of the NAAB regarding substantive changes are not subject to reconsideration or appeal.

7.9. Phasing Out Programs

An institution that intends to eliminate its NAAB-accredited degree must maintain compliance with the *NAAB Conditions for Accreditation* until the conclus

- 7.9.4** Action on Phase-Out Plans. Phase-out plans will be reviewed by the full board. Depending on the proximity of the teach-out date to the date of the next visit, the board may take one of two actions:
- If the teach-out date is less than two years from the date of the next visit, the board can approve the phase-out plan and extend the term of accreditation to the teach-out date.
 - If the teach-out date is more than two years from the date of the next visit, the board can approve the phase-out Plan and leave the date of the next visit in place.
- 7.9.5** During a phase-out period, students enrolled in the accredited degree program must be able to complete their entire course of study, with the necessary resources, as accredited by the NAAB. Further, regularly scheduled visits for continuing accreditation will take place.
- 7.9.6** Any institution that phases out a program without first filing a plan for phasing out the NAAB-accredited degree will be considered to have forfeited accreditation of the professional degree in architecture, and accreditation will be revoked. The effective date of revocation will be December 31 of the year in which the institution began the phase-out of the program. Program and institution administrators are strongly encouraged to contact the NAAB before beginning any phase-out process.

7.10. Confidentiality

Panels must maintain strict confidentiality with respect to materials reviewed, interviews conducted, and deliberations held, including the panel's recommendation on a substantive change request in perpetuity. The panel bases its assessment of the request, in part, on interviews with various constituencies of the program. All individual and group interviews are confidential, and the information obtained from them is for the exclusive use of the panel in preparing its report and recommendation.

Before the decision, both the NAAB and the program are prohibited from making the application, proposal, or final report available to the collateral organizations or the public.

8. Program Annual Reports

Continuing candidacy, initial accreditation, and continuing accreditation are subject to the submission of Program Annual Reports through the NAAB's Annual Report Submission (ARS) system (<http://ars.naab.org>) and are due by November 30 of each year. For specific information or instructions on how to complete the Program Annual Reports, please refer to the ARS website.

8.1. Program Annual Report (PAR)

8.1.1 Content. The PAR has two parts:

- Part 1 captures statistical information on the institution in which an architecture program is located and on the accredited degree program. For the purposes of the report, the definitions are taken from the glossary of terms used by the Integrated Postsecondary Education Data System (IPEDS). Much of the information requested in this report corresponds to the *Institutional Characteristics, Completion and 12-Month Enrollment Report* submitted to IPEDS in the fall by the institution. Data submitted in this section is for the previous fiscal year.
- Part 2 reports and documents action by the program on its Plan to Correct and any substantive changes in the program.

8.1.2 Fine for Late Annual Report. PARs are due each year on November 30. Programs that fail to complete a PAR on time, including not more than one extension, will be assessed a fine of \$100.00 per day until the report is submitted. This fine will be assessed when the report is submitted.

8.1.3 Failure to Submit an Annual Report. If an acceptable PAR is not submitted to the NAAB by the deadline, the NAAB may advise the chief academic officer and program administrator of the failure to comply. In the event that the program fails to request an extension and fails to submit an acceptable annual report by January 31, the NAAB executive committee may consider

9.3. Exceptions

The NAAB will not consider complaints from students about grades given in specific courses in NAAB-accredited programs.

9.4. Timing

Complaints may be filed at any time during a program's current accreditation cycle. Complaints about matters that arose before the most recent visit will not be considered unless they are part of a continuing complaint.

10. Reconsiderations

Programs may request timely reconsideration of board action regarding terms of accreditation or of board decisions to deny or revoke accreditation. When making a request for reconsideration, the program must present evidence that one of the following is true:

1. The board's decision is contradicted by factual evidence cited in the record, or
2. The NAAB and/or visiting team failed to comply substantially with these procedures, and this failure significantly affected the board's accreditation decision.

Reconsiderations may not be requested for the following:

1. Failure of the program to provide information to the NAAB and/or the visiting team in a timely manner.
2. Action regarding the acceptance of APRs or Program Annual Reports.

Reconsiderations are conducted by the NAAB Board of Directors at a regularly scheduled meeting of the board. The filing of a request for a reconsideration automatically delays implementation of the board's accreditation decision.

10.1. Initiating a Reconsideration

- 10.1.1** The reconsideration must be requested in writing by the chief academic officer of the institution within 14 days after receipt of the NAAB's accreditation decision.
- 10.1.2** The request must be based on the record described below and must set forth in reasonable detail the reasons why either or both of the grounds noted above are true.
- 10.1.3** The request must be sent to the NAAB executive director by certified mail, return receipt requested, UPS, or FedEx.

10.2. Reconsideration Sequence

- 10.2.1** Upon receiving the request, the NAAB executive director advises the NAAB president that a reconsideration request has been received.
- 10.2.2** The NAAB president assigns a NAAB director to oversee the reconsideration until its conclusion. The president may serve as said director. Other than having participated in the accreditation decision, the assigned director shall have had no present or prior involvement with the program and shall otherwise comply with the conflict of interest requirements of Section 2.5.
- 10.2.3** The assigned director sends the request for reconsideration to the team chair and requests a written response to the assertions set forth in the request.
- 10.2.4** In the event that the request is based on the failure to comply with these procedures, the assigned director sends the request for reconsideration to the NAAB executive director and requests a written response to the assertions set forth in the request.
- 10.2.5** Using the VTR, the program's response to the VTR, the program's request for reconsideration, the visiting team chair's response, and the executive director's response, the assigned director shall prepare a written analysis of t

10.2.6 Reconsideration on the record

- a) If the program requests reconsideration, the reconsideration will be added to the agenda for the next regularly scheduled meeting of the board.
- b) The record for reconsideration will be the following:
 1. APR
 2. VTR
 3. Program's response to the VTR
 4. Program's Plan to Correct
 5. The program's request for reconsideration
- c) In addition, the board will consider the following background material:
 1. visiting team chair's response
 2. NAAB executive director's response
 3. Assigned director's analysis
- d) If the team chair has subsequently become a NAAB director, that individual is excused from the deliberations.
- e) The NAAB directors shall review the record and determine whether to reconsider the accreditation decision. At least eight members of the board must vote in favor of a motion to reconsider the decision.
- f) Reconsideration of the accreditation decision.
 1. If the motion to reconsider is approved, a new motion on the accreditation action will be made.
 2. Any new motion regarding a reconsidered term of accreditation must be based only on materials provided in the record.
 3. Any new motion regarding a reconsidered term of accreditation must have at least eight votes in favor to pass.
- g) Not less than seven days after the meeting of the Board of Directors where the term of accreditation was reconsidered or failed a motion for reconsideration, the NAAB executive director shall send the institution the decision, which shall be final.

Appendix 1—Statement on Changes to the NAAB *Conditions and Procedures for Accreditation*

Changes to the *Conditions for Accreditation* and the *Procedures for Accreditation* are outlined in Section