



preparing for the review, and plans for evaluating the performance outcomes of the program.

- Format of the application:
  - Cover page with name of program, name of degree to appear on diploma, name of unit (college, school, department, etc.) in which program resides, name of institution, institutional accreditor (for U.S. institutions), and date of submission of application;
  - Table of contents;
  - Glossary of terminology and abbreviations;
  - List of appendices;
  - Numbered pages, organized by standard.

### I.9.3 Review by the COA

The COA reviews the application for Candidacy status at the next regularly scheduled meeting. The COA takes one of the following actions: 1) to grant Candidacy status, 2) to keep the program in Precandidacy status, or 3) to deny Candidacy status. A decision to keep a program in Precandidacy status or to deny Candidacy status to a program is not appealable.

### I.9.4 Length of Candidacy status

A program may remain in Candidacy status for two years. A one-year extension before the comprehensive review is possible pending the approval of the COA. Following the Candidacy status and schedule another comprehensive review.

During the Candidacy period, the institution, the school, and program are encouraged to seek advice from individuals in the field. The institution should seek advice from individuals in the field who are familiar with the accreditation process and who can provide guidance on the requirements of the accreditation process. The institution should also seek advice from individuals in the field who are familiar with the accreditation process and who can provide guidance on the requirements of the accreditation process.

#### I.9.5 Reporting to the COA

Each year the candidate program is required to submit a detailed progress report to the COA. This report should indicate what progress the program has made in reaching programmatic objectives, obstacles that have been encountered, and its plans to address those obstacles. This report is due in the Office for Accreditation by February 15 each year. The program is also required to submit the annual statistical information collected from all ALA-accredited programs. This report is due in the Office for Accreditation by December 1 each year.

The COA will review these reports and will send a response to the Program Head and chief academic officer (CAO) of the institution. This response is not an indication or checklist of steps

efforts to obtain accreditation.

If, on review of the annual reports, the COA determines that the program is not yet ready to undergo a comprehensive review, it may grant a one-year extension of Candidacy status to the program for a total of three years of Candidacy.

Instructions regarding the format and content of annual progress reports can be found on the Office for Accreditation website.

#### I.9.6 Fees

Programs that are moving from Precandidacy to Candidacy are required to pay an application fee (see section I.23.1 for thesection)