Accreditation Process*
November 2021

Initiating accreditation of a Bachelor of Science program in Animal Science is a voluntary action that must be supported by the chief academic officer of the institution. An eligible program may apply for accreditation upon meeting the Standards for Accreditation and has had a least one graduating class.

A program interested in seeking accreditation should notify the ASCoA of its intention to apply using the Intent to Apply Form (Link to form).

Steps to Accreditation:
1) Submission of Intent to Apply form to the ASCoA.
2) Submission of completed Accreditation Application Documents to include:
    a) A letter of support from the institution's Chief Academic Officer stating support for seeking and maintaining accreditation of the Animal Science program.
    b) Completed Accreditation Application Forms and Required documents
    c) Self-Study Report (SSR) following ASCoA Self Evaluation Report Guidelines.
3) Applications received before April 1 will be reviewed by ASCoA and a subcommittee assigned to each application. Subcommittee members will be responsible for detailed review of the application and will present an initial report to the Council at ASCoA annual meeting in July.
4) At the annual meeting of the ASCoA:
    a) Subcommittees will present individual reports to the Council on applications received.
    b) Council action will be taken on each application:
        i) Outcomes include:
            (1) Application ready for scheduling site visit and proceeding towards accreditation
            (2) Application is incomplete or found to be deficient in one or more of the Accreditation Standards
                (a) Applications will be returned to the programs with information identifying where the deficiencies were found or information lacking.
            (3) Application requires minimal additional documentation which the program will be asked to provide.
                (a) Additional documentation must be provided prior to October 1 if the program desires to remain in current timeline to accreditation or may choose to be reconsidered in the next cycle.
5) All applying programs will receive notice of the ASCoA action taken on their application no later than Aug 1.
6) Scheduling of site team visits for programs moving forward will begin in Aug.
    a) ASCoA personnel will contact the applying program to identify a site visit schedule.
        i) Window for site visits is September – April
        ii) A 3-5 person team will visit the applying institution for 2½ days on site.

iii) Following the visit, the Review team chair will coordinate and prepare a team report within 30 days and submit that to the ASCoA Chair. The Chair will approve and send the report to the corresponding applicant and Program Department Chair for their review. The Department will have 14 days following receipt to provide a written response to identify and correct any inaccuracies in the draft report and/or respond to statements they disagree with.

iv) The Review Team Chair and Chair of the ASCoA, will incorporate input as appropriate and the review team Chair will prepare a final report to present to the Council at the Annual Meeting.

v) Action will be taken at the meeting following the presentation to and deliberation by Council members. Vote to
   (1) Award Accreditation
   (2) Accreditation deferred until identified corrective actions made and accepted by the Council
   (3) Accreditation denied

vi) The ASCoA will deliver the Board decision in writing to the program within 14 days of the Annual meeting.
   (1) A program receiving a negative decision may request additional information from ASCoA on specific areas to improve the application for a successful outcome.

*Notes:
The final process will be formally adopted by the ASCoA as the Accreditation Process is implemented. Any updates or changes will take precedence to this document and the current process will be posted on the Accreditation page: https://www.asas.org/services/accreditation

For 2022 submissions, the dates and timeline highlighted in yellow have been or are likely to be changed as the program is implemented.