ASIAN COUNCIL FOR THEOLOGICAL ACCREDITATION

Application for Accreditation
(This is an application with attached annexure (A))

Date _____

Institution _____

Department/Academic Unit _____

- Biblical Studies & Theology
- Faculty of pastoral psychology and counseling
- Faculty of Christian apologetics and mission
- Faculty of Christian values and ethics
- Faculty of philosophy and religion
- Faculty of leadership and administration
- Faculty of Prophets and prophetical office

Mailing Address _____

_____

_____

Program Website _____

Accreditation Contact Person _____

Telephone   (_____)_____ Fax (_____)_____E-mail _____

Place an "X" on the left next to the program area(s) for which accreditation is sought and indicate the degree(s) offered.

Entry-Level

- Biblical Studies & Theology ❑ BTh. ❑ MTH   ❑ M.A. ❑   M.S. ❑ Other _____
- Faculty of pastoral psychology and counseling ❑ BTh. ❑ MTH   ❑ M.A.❑   M.S. ❑ Other _____
- Faculty of Christian apologetics and mission ❑ BTh. ❑ MTH   ❑ M.A.   ❑   M.S. ❑ Other _____
- Faculty of Christian values and ethics ❑ BTh. ❑ MTH   ❑ M.A.   ❑   M.S. ❑ Other _____
- Faculty of philosophy and religion ❑ BTh. ❑ MTH   ❑ M.A.   ❑   M.S. ❑ Other _____
- Faculty of leadership and administration❑ BTh.   ❑ MTH   ❑ M.A.   ❑   M.S. ❑ Other _____
- Faculty of Prophets and prophetical office ❑ BTh.   ❑ MTH   ❑ M.A.   ❑   M.S. ❑ Other _____

Doctoral-Level

❑ D.TH ❑   Ph.D. ❑   Ed.D.   ❑   D.Min, ❑   D.D

Application for Accreditation

President/CEO of the Institution _____

(Name)

_____

(Signature)

Mailing Address _____

_____

_____

E-mail _____

Dean of the College _____

(Name)

_____

(Signature)

Mailing Address _____

_____

_____

E-mail _____

Department Chair _____

(Name)

_____

(Signature)

Mailing Address _____

_____

_____

E-mail _____

Application for Accreditation

1. Please provide a current program of study for each program that includes all required courses and indicates the total number of hours to obtain the degree. This information should also include the number of clinical hours required in practicum and internship courses.

2. Please create tables or charts with the following information:

   a) Table 1 – Faculty Who Currently Teach in the Program- please refer to Annexure (A)
      1. List all core faculty by name and include each person's credit hours generated in last 12 months, terminal degree and major, primary teaching focus, professional memberships, licenses/ certifications and nature of involvement in the program(s) (e.g., Academic Unit Leader)
      2. List all noncore faculties by name and include each person's credit hours generated in last 12 months, terminal degree and major, primary teaching focus, professional memberships, licenses/ certifications and nature of involvement in the program(s) (e.g., clinical faculty, adjunct)

   b) Table 2 – Current Students- please refer to Annexure (A)

   c) Table 3 – Graduates for the past Three (3) Years
      1. Please indicate for each applicant program (e.g., Biblical studies), the number graduates at each campus site.
      2. Please indicate for any other counseling program in the academic unit, the number of graduates at each campus site.

   d) Table 4- Administration and leadership
      1. Please indicate organizational structure and leadership styles
      2. Please mention of complete records, security details of documentation

   e) Table 5- Organizational resources
      1. Please refer to Annexure (A)

   f) Table 6- Enrollment and student services Please refer to Annexure (A)

   g) Table 7- Library and other learning recourses Please refer to Annexure (A)

   h) Table 8- Academics and academic patterns please refer to annexure (A)

   i) Table 9- Alternative academic programs please refer to annexure (A)
      1. Please indicate for each applicant program (e.g., School Counseling), the number of full-time, part-time, and full time equivalent (FTE) students at each campus site.
      2. Please indicate any other counseling program(s) in the academic unit that are not applying for accreditation, the number of full-time, part-time, and full time equivalent (FTE) students at each campus site.

3. Please provide a representative evidence of an institution accredited and recognized by ASIAN COUNCIL FOR THEOLOGICAL ACCREDITATION

Submit this application, self-study materials, and the application fee* to:

<u>ASIAN COUNCIL FOR THEOLOGICAL ACCREDITATION</u>
Yeshcol BIBLE College
Martyr Selvaraj Community Hall, Puthucodu, Aruvikarai PO, KK DT, South India
www.ybcbillage.org
04651278771
yeshcolbc@gmail.com

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Application for Accreditation
(Please note that this is a tab and type document attached with annexure (A))

Institution _____

Department/Academic Unit _____

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Doctoral-Level

❑ D.TH ❑   Ph.D. ❑   Ed.D.   ❑   D.Min, ❑   D.D

Application for Accreditation

President/CEO of the Institution   _____

(Name)

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(Signature)

Mailing Address _____

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E-mail _____

Dean of the College   _____

(Name)

_____

(Signature)

Mailing Address _____

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E-mail _____

Department Chair   _____

(Name)

_____

(Signature)

Mailing Address _____

_____

_____

E-mail _____

ACTA STANDARDS FOR AWARDING CERTIFIED MEMBER/ACCREDITTED STATUS
Annexure (A)

Accredited institutions are to accurately reflect the nature of accredited status in their catalogs and other advertising.

Accredited institutions are to display the ACTA logo on their website with a hyperlink to our website. This logo will be provided to the accredited institution in both .jpg and png format with the hyperlink embedded.

The following wording is for illustration. Once accreditation is awarded the exact wording will be sent along with the logo.

Wording for use when CERTIFIED MEMBERSHIP STATUS IS AWARDED: -- name of your institution-- has been awarded certified member status by the Asian Accrediting Agency of Private Theological Institutions and has received full accreditation of curriculum, faculty and administration. Name of your institution-- is thereby accredited to grant religious degrees at the Associate, Bachelor, Master, and Doctorate levels.

Wording for use when ASSOCIATE MEMBERSHIP (Accredited) STATUS IS AWARDED: -- name of your institution-- has been awarded Associate member status by the National Accrediting Agency of Private Theological Institutions and has received full accreditation of curriculum, faculty and administration. Name of your institution-- is thereby accredited to grant religious degrees at the Associate and Bachelor levels.

ACTA accredit both the curriculum and the faculty of the institution. Therefore, we require validation of an educator's credentials (copy of degree(s) and transcript to teach on the level and specific discipline of degree or higher on all courses for which the degree level is intended.

1. The programs to be accredited will be in biblical/theological and ministry formation related areas only.
2. The programs to be accredited will demonstrate compliance relative to criteria such as Bible/theology credit hours and student ministry.
3. Institutional Mission. The objectives for programs to be accredited by ACTA are within the scope of the institutional mission or purpose.
4. Catalog: An institution must have available to students and the public a current and accurate catalog setting forth the institution's governance, mission, institutional goals, specific objectives, programs and courses, resources admissions and standards, academic offerings, rules and regulations for conduct, degree completion requirements, full- and part-time faculty rosters with faculty degrees, fees and other charges, refund policies, a policy defining satisfactory academic progress, graduation rates, and other items related to attending, transferring to, or withdrawing from the institution.
5. Learning Resources: Accredited programs must be supported by adequate learning resources. These can be in hard copy or digital format.

6. Christian Service Program: Students admitted to programs accredited by ACTA are expected to participate in a program of Christian Service under the auspices of the institution.

7. Agency Disclosure: An institution must agree to disclose to ACTA any and all such information as it may require carrying out its evaluation and accreditation functions.

8. Compliance: An institution must commit itself to comply with the Standards for Accreditation of ACTA either current or as hereafter modified during the period of its affiliation.

9. Public Disclosure: An institution must attest in writing that it understands and agrees that ACTA may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding its program's status with ACTA.

10. Accredited institutions will provide to ACTA documents to support the following (omit any that are already included in the institution catalog):

Anti-discrimination policy
Student Grievance policy
Disciplinary (academic) statement
Educational philosophy
Mission statement
Example of student record folder
Copy of current student transcript (omit personal information)
Copy of graduated student transcript (omit personal information)
Copy of current on campus student attendance record (omit personal information)
Statement of credits required to receive degrees on all offered levels
Copies of degree(s) of all faculty of the institution
Copy of institution catalog (may be sent to ACTA as email attachment in .pdf format)
Pictures of facility, offices, classrooms, etc. (only when on-site visit is waived)
All other items listed on the initial Member Application that are not listed here

INSTITUTIONAL AGREEMENT OF COMPLIANCE
The institution seeking ACTA accreditation will submit a dated document signed by all the faculty members that they are in agreement with the following standards and will implement these standards in their respective responsibilities and duties.

A. INTEGRITY: The program is a model of Christian ethical behavior, both internally and externally. The program demonstrates integrity in all of its practices and relationships, with strict adherence to ethical standards and its own stated policies.
Relative to this standard, an accredited program will demonstrate . . .
1. Institutional publications, statements and advertising that describe accurately and fairly the institution, its operations, its programs, and its effectiveness claims.
2. Fulfillment of all applicable standards and requirements of ACTA.
3. Integrity in all financial matters.
4. Honest and open communication regarding compliance with agencies such as accrediting, licensing, and governing bodies.
5. Fulfillment of all applicable standards, policies, and requirements of ACTA.

B. ADMINISTRATION: The program has personnel to bring together its various resources and allocate them to accomplish objectives by implementing policies and structures in collaboration with appropriate constituencies.

Relative to this standard, an accredited program will demonstrate . . .

1. An organizational structure and qualified staff that fit the size and scope of the institution.

2. Administrative leaders with appropriate credentials, skills, and resources necessary to discharge their duties and who enjoy a status comparable to that of other sectors within the institution.

3. Clear documentation in regard to organizational structure, encompassing all units and roles.

4. Complete, accurate, and securely maintained administrative records.

5. A process for review and enhancement of the performance of personnel.

C. ORGANIZATIONAL RESOURCES: The program has the human, financial, physical, and technological resources needed to achieve its objectives and has implemented policies and procedures to manage these resources effectively.

Relative to this standard, an accredited program will demonstrate . . .

1. An adequate number of qualified program personnel to provide basic services to students, faculty, and administration.

2. An organizational climate that encourages job satisfaction, collegiality, and respect among personnel.

3. Appropriate technology and the use of that technology to enhance the institution's educational and operational effectiveness.

4. Systematic allocation of resources to maintain and expand technology.

5. Adequate financial and physical resources to ensure achievement of educational goals.

6. Ongoing training for technical personnel and users of information systems.

7. Evidence that facilities, equipment, and supplies are adequate to support the institutional mission and to achieve the educational goals.

D. ENROLLMENT MANAGEMENT AND STUDENT SERVICES: The program utilizes procedures designed to effectively recruit, admit, and retain qualified students. The program also provides services that contribute to the holistic development and care of students and are appropriate to the level of education and delivery system.

Relative to this standard, an accredited program will demonstrate . . .

1. Recruitment strategies that are directed toward students whose spiritual commitment, goals and interests are consistent with program objectives.

2. Accurate and comprehensive recruitment literature that enables prospective students to make informed decisions.

3. Evaluation procedures that reasonably ensure admitted students have attained the requisite educational level and possess the ability to successfully achieve their educational goals.

4. Published policies and procedures related to transfer credit applicable to the program.

5. An assessment process that measures student retention, attrition, and completion rates.

6. A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education.

7. Services that meet the needs of students, regardless of location or instructional delivery system.

8. Leadership development facilitated by curricular and/or co-curricular programs that are integrated with the educational objectives.
9. Opportunities for students to provide input in programmatic decision making.
10. Published procedures for and records of addressing student complaints and grievances.

E. FACULTY RESOURCES: The program maintains a faculty committed to the institutional mission and program objectives and qualified academically and spiritually to facilitate student learning within their disciplines and to contribute to the development of a biblical worldview. The program fosters an academic climate that stimulates the exchange of ideas, encourages professional development, and promotes the well-being of faculty.
Relative to this standard, an accredited program will demonstrate . . .
1. A spiritually mature faculty who engage in modeling and mentoring relationships with students.
2. A core faculty of sufficient size and expertise, responsible for the fulfillment of the program objectives.
3. Undergraduate faculty who have earned a minimum of a bachelor's degree and who are teaching in their areas of expertise.
4. Graduate faculty who have earned terminal degrees in their primary teaching fields.
5. Faculty members who possess earned degrees from accredited institutions recognized by ACTA.
6. A faculty that is appropriately involved in decision-making processes especially related to admissions criteria, curriculum, student life, and graduation requirements.
7. Systems for evaluating the teaching effectiveness of all faculties.
8. Evidence of faculty contribution in the areas of student learning, scholarship, institutional development, ministry, and community service.
9. Adequate support for the professional advancement and development of faculty including the pursuit of advanced studies.
10. Appropriate documentation of its faculty's academic preparation; including official transcripts, official documentation of professional experience, performance and technical competencies, published documents, and other certifications and qualifications.
11. A published statement of academic freedom and adherence to its principles within the context of the institutional mission.

F. LIBRARY AND OTHER LEARNING RESOURCES: The program ensures the availability of learning resources and services of appropriate form, range, depth, and currency to support the programmatic offerings and meet student needs.
Relative to this standard, an accredited program will demonstrate . . .
1. Faculty involvement with the library staff in the analysis of resource adequacy, the selection of resource materials, and the establishment of library policy.
2. Library staff participation in curricular planning.
3. The availability of reference services and other means of support to help users find needed information.
4. Evaluation of learning resource utilization by the learning community.
5. Sufficient funding, staff and practices to procure and maintain needed library resources and services.

G. ACADEMICS: The program is appropriate to the achievement of the institutional mission and to the level being offered, specifically for service in church-related ministry enabling students to achieve a biblical worldview.

Relative to this standard, an accredited program will demonstrate . . .

1. Evidence that academic programs exhibit the content and rigor characteristic of higher education, and a level of analytical research and communication skills needed for life-long learning commensurate with the level of education.

2. A written statement of expected student outcomes for each academic program and a coherent program of study to achieve these objectives.

3. Evidence that the integration of curricular components enable students to achieve a biblical worldview.

4. A program taught with sensitivity to the cultural context in which the students minister.

5. A process of regular review by faculty to ensure that curricular objectives for each academic program are being realized.

6. Evidence that course sequence progresses from foundational to advanced studies appropriate to the degree.

7. A curriculum content and level of education appropriate to the degree and nomenclature being offered.

8. Appropriate distinctions between levels of study in terms of students, faculty, and learning methods.

9. A system of grading and associated policies and procedures that reflects integrity ensures fairness and consistency, conforms to higher education norms, and facilitates transportability of students' academic credits.

10. Curricula providing for the development of research and independent thinking at an advanced level and/or appropriate high level professional practices and training experiences.

11. Pre-requisite or curricular biblical/theological studies to ensure that students develop and demonstrate significant ability to think biblically in relation to their academic or professional disciplines.

12. Appropriate pre-requisite and/or curricular requirements to ensure that students are capable of pursuing advanced studies in the discipline.

13. A learning environment that cultivates critical thinking, theological reflection, spiritual formation, and effective leadership/ministry practice.

14. Appropriate practicum or internship experiences in the area of specialization for all professional programs.

H. ACADEMIC PATTERNS AND PROCEDURES:
Relative to this standard, an accredited program will demonstrate . . .

1. An academic advising system that guides the student from matriculation to selection of a program and graduation from that program.

2. A clear and publicized statement of faculty-adopted requirements for graduation.

3. A process that involves faculty approval of candidates for graduation.

4. An academic calendar that considers regional higher educational patterns, and meets state, provincial, or federal regulations.

5. A system of accurate and secure record keeping consistent with state, provincial and/or federal regulations.

I. ALTERNATIVE ACADEMIC PROGRAMS (Distant Learning):

Relative to this standard, an academic program utilizing off-campus locations, distance education or alternative academic patterns will demonstrate . . .

1. Objectives consistent with the institution's mission.
2. An intention to extend the accessibility of the institution's learning opportunities.
3. Clearly defined learning outcomes that are designed, approved, administered and evaluated under established institutional procedures.
4. Standards for quality of instruction and academic rigor appropriate to higher education.
5. Accessible and adequate learning resources.
6. Adequate staffing, facilities and technology to support the program.

Please provide a representative evidence of an institution accredited and recognized by
      ASIAN COUNCIL FOR THEOLOGICAL ACCREDITATION

INSTRUCTIONS FOR SUBMISSION OF MATERIALS

1. Please submit the Application for Accreditation electronically to
   yeshcolbc@gmail.com.

2. Please print out the Application for Accreditation, secure the signatures of all parties referenced on pages 3and 4 and submit a hard copy of the Application via mail along with

3. Four copies of self-study materials, and the application fee in the amount of $100 to:

ACTA
Martyr Selvaraj Community Hall,
Puthucodu, Aruvikarai PO, KK DT, Tamil Nadu, South India,
www.ybcbillage.org
04651278771,
yeshcolbc@gmail.com