

**Name of Institution**  
**Name of Academic Unit**

**Architecture Program Report for 2017 NAAB Visit for [Insert type of visit (e.g., Continuing Accreditation or Initial Accreditation)]**

**Degree Title [prerequisite + total number of credits]**

**Year of the Previous Visit:** [e.g., 2012]

**Current Term of Accreditation:** [quote in full from decision letter]

Submitted to: The National Architectural Accrediting Board

Date:

**NOTES:**

1. All sections should be in Ariel or Helvetica 10 pt type.
2. All APRs must be formatted with 1" margins for all edges.
3. APRs must be single-spaced with appropriate spacing between paragraphs.
4. Use the headers and footers as established in the template.
5. APRs must use the same part and section numbering formula as the *Guide to the 2014 Conditions for Accreditation and Preparation of an Architecture Program Report*. Do not add or create additional part or section numbers.
6. APRs must be submitted in PDF.
7. The document is limited to 150 pages or 7 MBs.

Name and contact information\* for the following:

**Program Administrator:**

**Chief administrator for the academic unit in which the program is located (e.g., dean or department chair):**

**Chief Academic Officer of the Institution:**

**President of the Institution:**

**Individual submitting the Architecture Program Report:**

**Name of individual to whom questions should be directed:**

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\* Contact information must include a physical address for FedEx or other overnight delivery services.

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### **Section 1. Program Description (limit 15 pages)**

In this section of the APR, the program introduces itself to the team through its responses to Part I of *The Conditions for Accreditation*:

These descriptions must be included in the APR, although they will not be evaluated during the visit or assessed in the Visiting Team Report. Where appropriate, the program may include an active web link in the APR. In the absence of a web link, the information must be supplied in the APR.

For specific instructions on the content of this section, see *The Guide to the 2014 Conditions for Accreditation and Preparation of an APR* (pp.16-19)

This section is limited to 15 pages, total and covers the following:

- I.1.1 History and Mission
- I.1.2 Learning Culture
- I.1.3 Social Equity
- I.1.4 Defining Perspectives
- I.1.5 Long Range Planning
- I.1.6 Assessment

### **Section 2. Progress since the Previous Visit (limit 5 pages)**

In this section the program must document all actions taken since the previous visit to address Conditions Not Met and Causes of Concern cited in the most recent VTR.

The APR must include the exact text quoted from the previous VTR, as well as the summary of activities. A sample of the required format follows:

I.2.2 Administrative Structure and Governance

Visiting Team Report [2010]: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

*Program Activities in Response [Year of previous visit [2010] – Year of APR [2015]]:*  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Further, if the *Conditions* have changed since the previous visit, the APR must include a brief description of changes made to the program as a result of changes in the *Conditions*.

This section is limited to 5 pages, total.

### **Section 3. Compliance with the Conditions for Accreditation**

In this section of the APR, the program must describe how it meets the conditions for accreditation found in Part I.2-Part II.4. These conditions will be assessed and evaluated by the team in advance of and during a visit. The team's findings and assessments will form the core of the Visiting Team Report.

Additional instructions for completing this section of the APR are in the *Guide, 2<sup>nd</sup> Edition* (pp. 19-24). Many of the reports, tables, or graphics required in the APR may be provided as links to documents or materials stored in easily accessible digital formats or portals (e.g., Dropbox). Many of these materials will be reviewed by the team in advance of the visit.

- I.2.1 Human Resources and Human Resource Development
- I.2.2 Physical Resources
- I.2.3 Financial Resources
- I.2.4 Information Resources
- I.2.5 Administrative Structure & Governance
- II.1.1 Student Performance Criteria
- II.2.1 Institutional Accreditation

II.2.2	Professional Degrees & Curriculum
II.3	Evaluation of Preparatory Education
II.4	Public Information
III.1.1	Annual Statistical Reports
III.1.2	Interim Progress Reports

#### **Section 4. Supplemental Material**

The program shall provide a number of documents for review by the visiting team.

Rather than being appended to the APR, they are to be provided by hyperlink or stored on an easily accessible digital portal (e.g., Dropbox). Many of these materials will be reviewed by the team in advance of the visit.

The program shall provide a number of documents for review by the visiting team.

Rather than being appended to the APR, they are to be provided by hyperlink or stored on an easily accessible digital portal (e.g., Dropbox).

- Resumes of faculty teaching in the accredited program (see p. 13)
- Faculty credentials matrices (see p. 13)
- Plans or images of physical resources assigned to the program (see p. 13)
- Descriptions of all courses offered within the curriculum of the NAAB-accredited degree program. The program must use the template available on the NAAB [website](#)
- Studio Culture Policy
- Self-Assessment Policies and Objectives
- Policies on academic integrity for students (e.g., cheating and plagiarism)
- Information resources policies including collection development
- The institution's policies and procedures relative to EEO/AA for faculty, staff, and students
- The institution's policy regarding human resource development opportunities, such as sabbatical, research leave, and scholarly achievements
- The policies, procedures, and criteria for faculty appointment, promotion, and when applicable, tenure
- Response to the Offsite Program Questionnaire (also called the Branch Campus Questionnaire) (See *2015 Procedures*, Section 8)
- The previous VTR (from 2012 or 2015)
- Focused Evaluation materials (2015)
- Copy of institutional accreditation letter
- Letter from institutional research regarding ARS data