GENERAL INFORMATION

1. In addition to the general institutional accreditation of Texas State University, many academic areas seek and receive professional accreditation. This PPS is intended to address payment of costs associated with the professional accreditation of colleges, schools, departments or programs.

ANNUAL COSTS OF ACCREDITATION

2. Annual costs of accreditation, including items such as memberships required to maintain accreditation, annual fees to an accrediting body, special annual fees based upon the number of graduates in a program, etc., are considered a part of the regular operating costs of an academic unit, and should be paid from the regular annual operating budget of that unit.

3. Requests for additional funding to cover increased or extraordinary costs in any of these areas should be made to the Associate Provost.

SPECIAL PERIODIC COSTS OF ACCREDITATION

4. Periodic costs incurred as a part of the accreditation process that should be paid by the academic unit include, but are not limited to, the following:
   a. Costs associated with the preparation of a departmental analysis or self-study, including assigned time for faculty members who may be released from teaching assignments to coordinate accreditation efforts, and
   b. Costs associated with surveying alumni, employers, or other key groups.

5. Other special periodic costs of the accreditation process are considered to be expenditures beyond the regular operating costs of an academic unit. After the site visit has occurred, the administrative head of that unit may request funding from the Budget Analyst in the Office of the Provost to recover these expenditures. Costs eligible for reimbursement from the Office of the Provost include:
   a. Actual travel costs for members of an external visiting team
   b. Per diem expenses for members of an external visiting team paid at the normal Texas per diem rate, and
   c. Accreditation application fees
CERTIFICATION STATEMENT

6. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _______________________ Review Date: __________________
Reviewer: __________________________ Date: _______________________
Approved: __________________________ Date: _______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: September 10, 2014
Send comments and questions to: tg12@txstate.edu