

AABInternational

APPLICATION - FORM 202 INSTITUTION INFORMATION

January 2023

Please fill out this document, obtain administrators' signatures, and submit the PDF in Weave (first tile) with all pages complete and signed.

The Application Process:

- Form 202 Institution Information Form – this document (one [1] copy for the institution application) – **Submitted through Weave ONLY**
- AABI Form 202, Application for Candidate Status (one [1] copy of AABI Form 202A for EACH associate degree program; one [1] copy of AABI Form 202B for EACH bachelor's degree program; and one [1] copy of AABI Form 202G for EACH graduate degree program) – **Submitted through Weave ONLY**
- Application fee (the application will not be processed without payment of the fee)
- Adequate supplemental evidence must be provided as appendices to the completed Application Forms to demonstrate that each program satisfies all applicable AABI Criteria (Form 201). **Submitted through Weave ONLY**

The application must be signed by the program director, the next higher administrative officer (e.g., dean of the College), and the chief executive officer of the institution (e.g., the president or chancellor). The completed application and accompanying materials, along with the application fee, are submitted to AABI for review and action.

AABI action can take one of two forms:

a. Candidate Status Granted

The institution will be granted Candidate Status if:

1. the aviation program appears to meet applicable AABI Criteria, as determined by AABI.
2. at least one class will have completed the full program and graduated by the time of the required on-site visit.

NOTE: Normally, programs described by the institution as a “major” (or international equivalent) are eligible for accreditation consideration.

b. Candidate Status Not Granted

The institution will be denied Candidate Status if, as determined by AABI, the program does not have the potential to be in compliance with the AABI Criteria. If that is the case, the institution will be notified by the AABI vice president of accreditation as to the reasons for withholding candidacy. The institution may: a) respond with the requested additional information and corrections to the application; b) request reconsideration for cause; or c) withdraw its application and submit a new application when the deficiencies have been corrected.

Application Preparation Requirements (submit additional information in Weave separately if necessary):

- All application materials must be submitted to AABI in English.
- The program name used on the application must be identical to the name used in all institutional websites and publications, and on all communications with AABI.
- While this application focuses primarily on accreditation criteria (Form 201), it also includes questions related to certain sections of the AABI Form 225, Policy and Procedures Manual.
- A program may use terminology different from that used in AABI, Form 202. If different terminology is used, it is important that notes of explanation are provided, to clearly link the program terminology with the language used in the application.
- Tables may be used to clearly present program information. When this is done, it is suggested that a brief explanatory footnote be included.

- The **education unit** is the administrative unit having academic responsibility for the program(s) applying for candidacy. For example, if a single program is being prepared for a readiness review, the educational unit may be the department. If more than one program is being reviewed, the educational unit is the administrative unit responsible for the collective group of programs applying for candidacy.
- The AABI Policy and Procedures Manual (AABI Form 225, Section 4.0) describes AABI policies relating to **programs**. Briefly, *a program is an organized educational experience that consists of a cohesive set of courses or other educational modules sequenced so that reasonable depth is obtained in the upper-level courses* (AABI, Form 225, paragraph 4.2.1). Please note that AABI accredits education programs leading to degrees, not the educational units within which those degree programs are located.

GENERAL INFORMATION

A. INSTITUTION

An application is hereby made for designation of candidate status by the Aviation Accreditation Board International (AABI):

1. Institution Name: _____
2. Mailing address: _____

- Telephone number(s): _____
- Institution URL: _____
3. Institution Type (check all that apply):

Public
Private
Profit
Non-profit
4-year
2-year
4. Name of Controlling Agency (state, city, county, community, or other {please specify}):

5. Name of the regional or national organization by which the institution is accredited:

- Date of next reaffirmation:

6. Highest degree awarded by institution:
7. Annual Tuition: Resident: _____ Non-Resident: _____

B. AVIATION PROGRAM(S)

8. Name of the aviation unit:

- Name of the next higher administrative unit:

9. **Aviation Unit History**

Include the year when the program was implemented. Summarize major program changes in the past year and any changes anticipated during the next two years.

10. **Program Delivery Modes**

Describe the delivery modes used by this program (e.g., days, evenings, weekends, cooperative education, traditional lecture/laboratory, off-campus, distance education, web-based, etc.).

11. **Program Locations**

Include all locations where the programs, or a portion of the programs, are regularly offered (this includes dual degrees, international partnerships, etc.).

12. Aviation Programs

Please list all aviation degrees, majors and options by name offered by the institution. Indicate which programs are being submitted for AABI Accreditation by checking the initial or reaffirm box (as appropriate) and indicating the AABI option that applies (see codes below). If a program is to be submitted in the future, check Future.

[illegible]

AABI Codes

A – Aviation Management

B – Aviation Maintenance (B.S.)

C – Aviation Maintenance Technology (A.S.)

J – Unmanned Aircraft Systems (B.S.)

D – Aviation Electronics

E – Aviation Studies

F – Flight Education

K – Graduate

G – Safety Science

H – Air Traffic Control

I – Unmanned Aircraft Systems (A.S.)

13.	Submitted:	Administrator; Aviation Program (Point of Contact for Accreditation Processes)	Administrator, Aviation Program Mailing Address:
		_____	_____
		Signature	_____
		_____	_____
		Printed Name	_____
		_____	_____
		Email Address	_____
		_____	_____
14.	Signed:	Dean of College	Chief Executive Officer/President of Institution
		_____	_____
		Signature	Signature
		_____	_____
		Printed Name	_____
		_____	_____
		Email Address	Email Address
		_____	_____
		Dean of College Mailing Address:	CEO/President Mailing Address:
		_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

CONFIDENTIAL

The information supplied in this Application is for the confidential use of AABI and its authorized agents and will not be disclosed without authorization of the institution concerned, except for summary data not identifiable to a specific institution or college.