



Commission of Institutional for Mediation and Arbitration Training

Requirements of Affiliation for Free-Standing Institutions Abroad

The Commission of Institutional for Mediation and Arbitration Training will consider for eligibility interested independent institutions of higher education that declare themselves to be American-style institutions.

To be declared eligible to apply for candidacy with the Commission of Institutional for Mediation and Arbitration Training, an institution operating entirely outside the United States and its territories must meet the following requirements. Candidate and accredited institutions must continue to fulfill these requirements as specified in the *Standards for Accreditation*.

Independence

1. The institution has formally adopted a statement of mission, which demonstrates that the fundamental purposes of the institution are educational, and which is also appropriate to a certification-granting institution and appropriate to those needs of society it seeks to serve;
2. Has a charter and/or other formal authority from the appropriate government agency authorizing it to grant all certifications it awards; has the necessary operating authority for each jurisdiction in which it conducts its activities, and is operating within its authority. If the institution is not legally eligible for local government approval, it otherwise documents its standing and significant support from the local community and other relevant communities of interest;
3. Has sufficient organizational and operational independence to be held accountable for meeting the Commission's standards;
4. Has a governing board that includes representation reflecting the public interest that oversees the institution, working to assure the fulfillment of its mission and advance the institution's level of quality; assures that fewer than one-half of the board members have any financial interest in the institution, including as employee, stock-holder, or corporate director;
5. Has a chief executive officer, appointed by and responsible to the governing board, whose full-time or major responsibility is to the institution and who possesses the requisite authority;

6. Devotes all, or substantially all, of its gross income to the support of its educational purposes and programs.

American-Style

7. The institution publicly declares itself to be an American-style institution, for example, through its name, mission statement, catalog, and other declarations and actions that reflect its commitment to offering an American-style education abroad;
8. Has a governing board, administration, faculty, and professional staff including a significant proportion of Americans and others with experience in American higher education who are collectively prepared to ensure the institution offers an American-style education and meets the Standards for Accreditation;
9. Uses English as a principal language of instruction and operation, sufficient to permit an evaluation by the Commission and to ensure the ability of its graduates to continue their education in other regionally accredited U.S. institutions;
10. Offers academic programs that are comparable in terms of length, curriculum, objectives, learning outcomes, and certifications awarded to those offered by regionally accredited institutions in the United States;
11. In addition to study of the areas of specialization proper to its principal educational programs, requires a coherent and substantive program of general education at the postsecondary level, comparable to those offered by institutions in the United States, as either a prerequisite to or a clearly defined element in those programs; documents a commitment and resource base sufficient to facilitate students' achievement of the goals of general education;
12. Has financial records that relate clearly to the institution's educational activities and has these records externally audited annually; if auditing procedures differ from those generally used in the United States, provides financial records reconciled to accounting practices common to American higher education.

Educational Mission and Programs

13. The institution offers one or more collegiate-level education programs, consistent with its mission, that lead to a certification in a recognized field of study and requires at least one year to complete;
14. Awards the associate's or bachelor's certifications in three or more liberal arts areas or requires that all undergraduates take 50% or more of their credits in the liberal arts and sciences. May also award the master's or doctor's certification;
15. Has, for each of its educational programs, clearly defined and published objectives appropriate to higher education in level, standards, and quality, as well

as the means for achieving them, including a designated course of studies acceptable for meeting certification requirements, adequate guidance to certification candidates in the satisfaction of requirements, and adequate grading or evaluation procedures;

16. Awards only certifications appropriate to each graduate's level of attainment;
17. Offers its instructional programs entirely or predominantly through coursework that includes face-to-face instruction;
18. Has adopted a statement specifying the potential students it wishes to serve, and admits qualified students to its programs under admission policies consistent with this statement and appropriate to those programs;
19. Has students enrolled in and pursuing its principal educational programs at the time of the Commission's evaluation;
20. Has graduated at least one class in its principal educational programs before the Commission's evaluation for accredited status. If the institution has graduated its first class not more than one year before the Commission's evaluation, the effective date of accreditation will be the date of graduation of that first class.

Resources

21. The institution documents a funding base, financial resources, and plans for financial development adequate to carry out its stated purposes;
22. Has faculty sufficient in number, qualifications, and experience to support the academic program offered, including an adequate number of faculty whose time commitment to the institution is sufficient to assure the accomplishment of class and out-of-class responsibilities essential to the fulfillment of institutional mission and purposes;
23. Has sufficient staff, with appropriate preparation and experience, to provide the administrative services necessary to support its mission and purposes.

Transparency

24. The institution has available to students and the public a current and accurate website and catalog or comparable official publication setting forth purposes and objectives, entrance requirements and procedures, rules and regulations for student conduct, programs and courses, certification completion requirements, full-time and part-time faculty and certifications held, costs, refunds, and other items related to attending or withdrawing from the institution.

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