

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS



Bylaws and Constitution

Degree Assembly Board of Governors and Degree Assembly

Assembly of Fire-Related Postsecondary Educational Programs

Articles 20, 21, 22, and 23

25th Edition

October 2017

Complete document includes Bylaws and Constitution of the IFSAC Degree Assembly Board of Governors (Article 20), Bylaws and Constitution of the IFSAC Degree Assembly (Article 21), Policies and Procedures for Accreditation of Fire Related Degree Granting Programs (Article 22), and Principles of Accreditation of Fire Related Degree Granting Programs (Article 23).

Attention: The most recent amendments approved by members of the IFSAC Degree Assembly are indicated by a vertical line next to the paragraph where the amendment has been made. The date these amendments were approved and in effect is indicated by the month and year shown on the cover page and in the footer section.

ARTICLE 20

Bylaws and Constitution of the International Fire Service Accreditation Congress Degree Assembly Board of Governors

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ARTICLE 20.1 ENACTMENT

20.1.1 This article number 20 shall be the Constitution of the International Fire Service Accreditation Congress Degree Assembly Board of Governors.

ARTICLE 20.2 RELATIONSHIP

20.2.1 The International Fire Service Accreditation Congress Degree Assembly Board of Governors, in pursuit of its objectives, will work in unison with the International Fire Service Accreditation Congress and the Administrative Office, Oklahoma State University, Stillwater, Oklahoma.

ARTICLE 20.3 NAME

20.3.1 The International Fire Service Accreditation Congress Degree Assembly Board of Governors shall hereafter be referred to as the Degree Assembly Board of Governors (or DABOG) or Board.

ARTICLE 20.4 MISSION STATEMENT AND FUNCTIONS

Mission Statement: To plan and administer a high quality, uniformly delivered accreditation system with an international scope for postsecondary degree programs relating to fire protection. This will be accomplished by carrying out policies and procedures as established by the International Fire Service Accreditation Congress Degree Assembly through the most efficient use of the resources available toward the professional development of the fire service.

20.4.1 The functions of the Degree Assembly Board of Governors are to:

- (a) Carry out policies established by the Degree Assembly.
- (b) Provide suggested policy statements and administrative guidelines to the Degree Assembly for approval in addition to those provided by the Degree Assembly.
- (c) Encourage the professional and educational development of fire protection.
- (d) Clarify policy established by the Degree Assembly.
- (e) Review appeals.
- (f) Meet at least semi-annually; immediately prior to the Degree Assembly meeting.
- (g) Establish a forum and dialogue between accredited entities that will encourage cooperation.
- (h) Ensure that the program accreditation process is done on a valid and credible basis.
- (i) Act upon all accreditation applications.

ARTICLE 20.5 DEGREE ASSEMBLY BOARD OF GOVERNORS

- 20.5.1 The Degree Assembly Board of Governors shall consist of eleven (11) members:
- (a) Ten (10) members elected from Degree Assembly represented entities during the Spring meeting.
 - (b) One (1) member elected from the general public during the Spring meeting. This member shall have an understanding of accreditation, educational processes, and emergency services.
 - (i) Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.
 - (c) Board members will serve a three (3) year term.
 - (d) To ensure representation on the Board remains balanced and uniform, no more than one entity representative shall serve on the Board at any given time.
- 20.5.2 A member may withdraw from the Degree Assembly Board of Governors by sending to the Administrative Office a written letter of resignation.
- 20.5.3 If a vacancy occurs on the Degree Assembly Board of Governors, the replacement process shall be:
- (a) The chairperson of the Degree Assembly Board of Governors will appoint a replacement from a member entity to serve until the next Spring meeting of the Assembly.
 - (b) The Degree Assembly must elect a new board member at its next Spring meeting after the vacancy occurs.
- 20.5.4 Members of the Degree Assembly Board of Governors shall serve until replaced.
- 20.5.5 When the status of a board member changes, including changing employment, organizational representation, or funding source, the board member must notify the Board. The change in status of the applicant including any change in classification or circumstances shall be considered by the Board when reviewing the appointment. If the board member no longer represents the original entity, board membership will be reviewed.
- 20.5.6 The appointment of a member of the Board of Governors may be terminated for cause by a majority vote of the Degree Assembly. A request for a letter ballot, for the removal of a board member, requires the support of at least five (5) members of the Degree Assembly Board of Governors.
- 20.5.7 The chairperson of the Board shall be elected by the Degree Assembly for a one (1) year term. The chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as chairperson. In the event of a vacancy, the vice-chairperson shall become the interim replacement until the

next regular meeting, during which the Degree Assembly will elect a chairperson to complete the remainder of the one (1) year term.

20.5.7.1 A person elected as chairperson shall not serve more than three consecutive terms for that position, but shall be eligible for reelection after at least a one (1) year hiatus from that position.

20.5.8 The vice-chairperson of the Board shall be elected by the Degree Assembly for a one (1) year term. The vice-chairperson shall be elected from the sitting Board members. The public board member is not eligible to be elected as vice-chairperson. In the event of a vacancy, the chairperson shall appoint an interim replacement until the next regular meeting, during which the Degree Assembly will elect a vice-chairperson to complete the remainder of the one (1) year term.

20.5.8.1 The vice-chairperson, in the event of an absence or inability of the chairperson to exercise his office shall become the acting chair with all the rights, privileges and powers as if he/she had been the duly elected chairperson.

20.5.8.2 A person elected as vice-chairperson shall not serve more than three consecutive terms for that position, but shall be eligible for reelection after at least a one (1) year hiatus from that position.

20.5.9 The Degree Assembly Board of Governors shall have a parliamentarian to interpret rules and regulations to ensure existing rules and regulations are followed during regular business and meetings.

20.5.9.1 The parliamentarian of the Board shall be elected by the Degree Assembly for a one (1) year term. In the event of a vacancy, the chairperson shall appoint an interim replacement until the next regular meeting, during which the Degree Assembly will elect a parliamentarian for the next one (1) year term.

20.5.9.2 A person elected as parliamentarian shall serve as the parliamentarian for both the Board and Degree Assembly.

20.5.9.3 The person elected as parliamentarian for the Board shall interpret rules and regulations pertaining to the Degree Assembly Board of Governors and Degree Assembly arising during regular Board or Assembly business and meetings.

20.5.9.4 The parliamentarian for the Board will consult with the parliamentarian for the Congress where interpretation issues arise.

20.5.9.5 In the event the parliamentarian of the Board is absent from a regular Board or Assembly meeting, the chairperson of the Degree Assembly Board of Governors shall appoint a temporary replacement from a member entity to serve for the duration of the regular meeting.

- 20.5.9.6 Outside regular Board and Assembly business and meetings, the parliamentarian for the Congress shall be consulted where interpretation issues arise.
- 20.5.9.7 The parliamentarian of the Board shall not have voting rights outside their membership status on the Board or Degree Assembly.
- 20.5.10 Members of the Degree Assembly Board of Governors shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the Degree and Certificate Assembly, and Administration. Input shall also be sought from the Finance Committee regarding the decision of extenuating circumstances.
- 20.5.11 A meeting of the Degree Assembly Board of Governors shall be held during the semi-annual meeting of the International Fire Service Accreditation Congress. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda (60 days).
- 20.5.12 The Degree Assembly Board of Governors shall keep minutes of the proceedings of its meetings in which shall be recorded all actions taken by the Board. Preparation of the minutes shall be the responsibility of the Administrative Office and shall be submitted to the members of the Degree Assembly Board of Governors within sixty (60) days of the meeting. Minutes will be considered for approval by the Degree Assembly Board of Governors at its next meeting and distributed to the Congress within sixty (60) days of approval by the Board.
- 20.5.13 At the next Board meeting the DABOG shall act upon all initial and reaccreditation reports submitted since their last meeting. The accreditation or reaccreditation of a program shall be the sole responsibility of the DABOG, subject to appeal as provided, and such accreditation or reaccreditation shall be by a majority vote of the DABOG.
- 20.5.14 The Degree Assembly Board of Governors may prescribe rules and regulations consistent with the bylaws of the Degree Assembly Board of Governors relating to the management and operation of the activities within the provenance of the Degree Assembly as they deem expedient, provided that such rules and regulations shall have force and effect only until the next semi-annual meeting of the Assembly when such changes are placed before the members for decision.
- 20.5.15 The Degree Assembly Board of Governors, may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Degree Assembly Board of Governors, the parliamentarian or a member of the Committee

on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the DABOG by name shall excuse themselves from the room. And provided further, that

- 20.5.15.1 No binding action shall be taken while in any such executive session except for matters related to 20.5.15.5 (2).
 - 20.5.15.2 No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed;
 - 20.5.15.3 The time limit specified in the original motion authorizing the executive session shall not be exceeded;
 - 20.5.15.4 No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session; and
 - 20.5.15.5 Matters discussed in executive session shall be limited to (1) consideration of nominations for awards to be made, (2) allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.
 - 20.5.15.6 Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the DABOG to regular session. The only exception would be matters related to 20.5.15.5 (2).
- 20.5.16 The Degree Assembly Board of Governors shall be allowed to have online or conference call discussions between regularly scheduled meetings. These discussions will be for planning and discussion purposes only and shall not be used to conduct regular business where a decision is made and/or a vote is to be taken.

ARTICLE 20.6 AMENDMENTS

- 20.6.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Degree Assembly meeting.
- 20.6.2 Properly proposed amendments to these bylaws shall be balloted at Degree Assembly meetings. They shall require a two-thirds majority vote of the members present and voting.
- 20.6.3 Any amendments to these bylaws passed by the Degree Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 21

Bylaws and Constitution of the International Fire Service Accreditation Congress Degree Assembly

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ARTICLE 21.1 ENACTMENT

21.1.1 This Article Number 21 shall be the Constitution of the International Fire Service Accreditation Congress Assembly of Fire Related Degree Granting Programs.

ARTICLE 21.2 NAME

21.2.1 This assembly shall be known as the International Fire Service Accreditation Congress Assembly of Fire Related Postsecondary Educational Programs, hereafter referred to as the Degree Assembly.

ARTICLE 21.3 GENERAL

21.3.1 The purpose of the Degree Assembly is to provide a self-governed system that accredits fire related, postsecondary educational programs.

21.3.2 The International Fire Service Accreditation Congress and the Degree Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

21.3.3 There shall be no remuneration to members of the Degree Assembly.

ARTICLE 21.4 MEMBERSHIP

21.4.1 Membership with IFSAC shall follow policies of substantially equivalent application of standards and policies to US and non-US institutions and programs alike.

21.4.1.1 Membership Categories

21.4.1.1.1 Voting Member: Membership in this category is limited to those in postsecondary educational institutions that have programs accredited or sanctioned in any of the following manners. For institutions not located in the United States and its territories, exceptions may be considered by the Degree Assembly on a case-by-case basis.

21.4.1.1.1.1 Institutional accreditation by a regional or institutional accrediting organization accepted by the IFSAC Degree Assembly.

21.4.1.1.1.1.1 Institutions located in the United States and its territories shall be accredited by one of the regional accrediting organizations recognized by the United States Department of Education.

21.4.1.1.1.1.2 When required by the regional accrediting organization, the institution shall be specifically

accredited to grant college degrees via the distance learning method by the regional accrediting organization.

21.4.1.1.1.2 State or provincial sanction or accreditation by the authority having jurisdiction in that state or province.

21.4.1.1.1.2.1 Institutions not located in the United States and its territories shall be accredited by a regional or institutional organization of said country, or by state sanction as defined by said country.

21.4.1.1.1.3 Accreditation or reaccreditation will be limited to voting members.

21.4.1.1.2 **Corresponding Member:** Organizations or individuals interested in accreditation of fire related postsecondary educational programs may become corresponding members by payment of an annual fee. Corresponding members may not vote as members of IFSAC and are not eligible for accreditation. However, if otherwise eligible, they may serve on committees and special working groups, and otherwise fully participate in the activities of the IFSAC Degree Assembly.

21.4.2 College System Membership – Membership and subsequent accreditation of system-wide state programs will be granted to those institutions using the following throughout the entire system:

- Identical degree title and requirements at all locations.
- A single transcript.
- An approved standard curriculum (approved by central authority). Curriculum must be the same, including syllabus, course title, numbering, course prefix, and course description.
- Identical policies and procedures.
- A single administration.
- A unified budget with a single administrator.
- A single set of program outcomes and assessments.

21.4.3 The Administrative Office will verify the requirements of Article 21.4.1.1.1 as they pertain to new voting member applicants and notify the chair of the Degree

Assembly Board of Governors of their findings. The chair will then authorize the Administrative Office either to notify the applicant that they are accepted as a voting member or must wait for a vote of the Degree Assembly. If there is any question as to the Article 21.4.1.1.1 credentials of the applicant, the matter will be presented, and acceptance determined by a majority vote of the Degree Assembly at the next regular meeting.

21.4.3.1 IFSAC Administration will manage yearly checks for members regarding:

- Contact information
- Regional accreditation status
- Any substantive changes within the program
- Updated student achievement links

21.4.3.2 Renewal of membership - Membership renewal fees are invoiced annually and are payable upon receipt of said invoice.

21.4.4 Each member institution shall designate a voting representative to the Degree Assembly.

21.4.5 Any institution may withdraw from the Degree Assembly by sending a written letter of resignation to the Administrative Office.

21.4.5.1 The Administrative Office shall notify the chair that a letter of resignation has been received and the chair shall authorize the Administrative Office to withdraw the program's accreditation.

21.4.5.2 If a program seeks membership following the withdrawal of its accreditation, the program must apply pursuant to Article 21.4. After establishing membership, the program shall follow Article 22.5 to establish program accreditation.

21.4.6 Mentoring Program - All new members and/or new representatives to the IFSAC Degree Assembly will be assigned a mentor. The goals of the mentoring program are to:

- (a) Accelerate the new member's understanding of IFSAC.
- (b) Provide new IFSAC members with information to enhance their IFSAC meeting experience.
- (c) Provide guidance relating to the procedures and processes used in IFSAC.
- (d) Provide ongoing advice and support to facilitate the new member's progression through accreditation.
- (e) Provide a source of help and advice on all aspects of the member's role in IFSAC.
- (f) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.

ARTICLE 21.5 MEETINGS

- 21.5.1 A meeting of the Degree Assembly shall be held during the meetings of the International Fire Service Accreditation Congress. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda (60 days).
- 21.5.2 A voting entity member may appoint as proxy a member of the voting entity's staff or a voting member of the Degree Assembly. Such proxy, which is valid only for the meeting for which it is given, must be in writing, and must be deposited with the Administrative Office prior to the commencement of the meeting.
- 21.5.3 At meetings of the Degree Assembly, twenty percent (20%) of the members of record sixty (60) days prior to the opening of the meeting, including proxies, shall constitute a quorum. At meetings of the Degree Assembly, a majority of the members registered at that meeting shall constitute a quorum for that meeting.
- 21.5.4 At meetings of the Degree Assembly, every question shall be determined by a simple majority vote of its members present and proxy votes unless provided by these bylaws.
- 21.5.5 Degree Assembly members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these bylaws and are appropriate for furthering the objectives stated therein. Assembly members shall have full membership rights including the right to be elected to the Degree Assembly Board of Governors.

ARTICLE 21.6 MISSION STATEMENT AND FUNCTIONS

Mission Statement: To plan and administer a high quality, uniformly delivered accreditation system with an international scope for postsecondary degree programs relating to fire protection.

- 21.6.1 The functions of the Degree Assembly are to:
- (a) Develop and/or adopt criteria for accreditation.
 - (b) Establish policies and operational guidelines to be carried out by the Degree Assembly Board of Governors.
 - (c) Promote networking among postsecondary institutions that offer degree programs in fire related disciplines.
 - (d) Develop and promote an awareness among government agencies, postsecondary institutions, and those members of the public served by the accredited program regarding the accreditation system.
 - (e) Identify and provide accreditation services to member entities.
 - (f) Ensure the objectives of this assembly are completed in a non-discriminatory fashion.

- (g) Utilize appropriate criteria to ensure accreditation is completed on a valid and credible basis.
- (h) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies.

ARTICLE 21.7 RULES AND REGULATIONS

- 21.7.1 The Degree Assembly shall review and adopt or revoke any interim rules or regulations which have been prescribed by the Degree Assembly Board of Governors under Article 20.5.14 of these bylaws.
- 21.7.2 Rules and regulations are prepared to clarify and amplify the provisions of the Bylaws and Constitution of the Degree Assembly Board of Governors in order to provide guidance to the Degree Assembly Board for the effective administration of the Degree Assembly.
 - 21.7.2.1 Definitions found in the Criteria for Degree Accreditation are applicable to both the criteria and the bylaws.
- 21.7.3 The Degree Assembly shall elect board members at its spring meeting as described in Article 20.5.
- 21.7.4 The chairperson of the Degree Assembly Board of Governors shall preside over meetings of the Degree Assembly.
 - 21.7.4.1 In the absence of the chairperson of the Degree Assembly Board of Governors, the vice chairperson shall preside over meetings of the Degree Assembly.
- 21.7.5 The chairperson shall preserve order and conduct impartially the business during meetings, taking no part in debates while presiding, and shall decide all points of order, subject to appeal by any member of the Assembly.
- 21.7.6 Upon an appeal of a decision of the chairperson, the chair may state reasons for the decision and shall then put the question as follows: “Shall the decision of the chair be sustained?” and the vote shall be taken without debate.
- 21.7.7 A two-thirds vote of members present and voting shall be necessary to reverse a decision of the chairperson.
- 21.7.8 Every member, when speaking or offering a motion, shall respectfully address the chairperson. No member shall speak twice on any question, except to answer a question asked of that member, or until every other member has had an opportunity to speak to the question under discussion.
- 21.7.9 When speaking, members shall confine themselves to the question under discussion and shall avoid all personalities or indecorous language, and all motions shall be placed in writing if so requested.

- 21.7.10 A member called to order shall withhold further comment(s) until the point of order in question has been decided, following which decision the member shall again be entitled to the floor.
- 21.7.11 An amendment to an amendment shall be in order but further amendments shall not be entertained.
- 21.7.12 A motion for the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate. The motion, if supported by a two-thirds vote of the members present and voting, shall be declared carried and no further discussion or amendment shall be in order until the main motion has been decided.
- 21.7.13 A motion to adjourn shall always be in order except when a member is in possession of the floor or when it has been decided that a vote be now taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is debatable.
- 21.7.14 Any question coming before the meeting for which no provision has been made in these bylaws shall be decided according to *ROBERT'S RULES OF ORDER, NEWLY REVISED* or its successors.

ARTICLE 21.8 AMENDMENTS

- 21.8.1 Amendments to these bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Degree Assembly meeting.
- 21.8.2 Properly proposed amendments to these bylaws shall be balloted at Degree Assembly meetings at which a quorum is present. They shall require a two-thirds majority vote of the members present and voting.
- 21.8.3 Any amendments to these bylaws passed by the Degree Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

ARTICLE 21.9 COMMITTEES

- 21.9.1 Committees may be established by the Degree Assembly Board of Governors or the chairperson of the Board. The term "committee" shall include panels, task forces, and so forth. Each committee shall have a clearly defined function or specific charge. The appointment of committees outside of regular Degree Assembly meetings shall be reported at the next meeting of the Degree Assembly following the appointment and committees shall report at subsequent meetings of the Board and Assembly. Any such committee shall disband at the completion of its charge or at the conclusion of the term of office of the Degree Assembly Board chairperson in whose term it was appointed, unless the committee is continued by action of the newly elected chairperson. Normally, in making appointments to committees, recommendations shall be sought from members of the Degree Assembly and the Degree Assembly Board of Governors. At least one-third of the

members of committees formed under authorization of this article must be voting members of the Degree Assembly.

21.9.2 Standing Committees

(a) Degree Assembly Criteria Revision and CHEA Compliance Committee

The Degree Assembly Criteria Revision and CHEA Compliance Committee shall be a standing committee of the Degree Assembly. This committee shall be composed of four members. The chair of the Degree Assembly Board of Governors shall appoint three members of the Degree Assembly Criteria Revision and CHEA Compliance Committee. The fourth member of the Committee shall be the IFSAC Manager or that person's designee. Initially, the three Degree Assembly members shall be appointed as follows; one member for a term of one year, one member for a term of two years, and one member for a term of three years. The chairperson of the Degree Assembly Criteria Revision and CHEA Compliance Committee shall be elected by the committee from within its membership and shall serve a one year term. Appointments to the Degree Assembly Criteria Revision and CHEA Compliance Committee shall be for a term of three years.

The Degree Assembly Criteria Revision and CHEA Compliance Committee shall ensure Degree Assembly Criteria for Accreditation meets CHEA requirements and is consistent with the Mission of the Degree Assembly. The Degree Assembly Criteria Revision and CHEA Compliance Committee shall report their work during Degree Assembly Board of Governor meetings and Degree Assembly meetings.

(b) Degree Assembly Committee on Promotions

The Degree Assembly Committee on Promotions shall be a standing committee of the Degree Assembly. This committee shall be composed of three members. The chair of the Degree Assembly Board of Governors shall appoint members of the Degree Assembly Committee on Promotions. Initially, one of these members shall be appointed for a term of one year, one member for a term of two years, and one member for a term of three years. The chairperson of the Degree Assembly Committee on Promotions shall be elected by the committee from within its membership and shall serve a one year term. Appointments to the Degree Assembly Committee on Promotions shall be for a term of three years.

The Degree Assembly Committee on Promotions shall develop promotion strategies to support the Mission of the Degree Assembly. Members of the Degree Assembly Committee on Promotions shall serve as the Degree Assembly's representatives on the Committee on Promotions for the Congress as identified in Article 5.10.2(c). The Degree Assembly Committee on Promotions shall report their work during Degree Assembly Board of Governor meetings and Degree Assembly meetings.

ARTICLE 21.10 FEE STRUCTURE

- 21.10.1 Membership fees shall be assessed annually. Fees shall be based on a fee table approved by the Degree Assembly Board of Governors. The approved fee table shall be maintained in the International Fire Service Accreditation Congress Handbook.
- 21.10.2 Application fees for Accreditation and Reaccreditation
 - 21.10.2.1 Any postsecondary educational entity applying for initial accreditation or reaccreditation shall submit, together with its application, the fees specified by the fee table as described in 21.10.1.
- 21.10.3 Degree Certificate Fee
 - 21.10.3.1 Fees for the IFSAC Degree Assembly certificate shall be \$15 (US) each.
- 21.10.4 Site Visit Costs
 - 21.10.4.1 Travel costs, accommodations, and meals for accreditation site visits by a Degree Assembly site team shall be borne by the organization requesting accreditation. Costs incurred during a site visit due to circumstances beyond individual control (e.g., additional flight costs, hotel, and meal expenses, due to weather related delays) will be the responsibility of the entity requesting degree initial/reaccreditation. Rates and methods of reimbursement (mileage, lodging, per diem) are to be based upon local regulations to which the host entity must adhere. Other criteria being absent, all specifics of funding will be governed by criteria set by the Board of Regents and State Statutes of the State of Oklahoma.
- 21.10.5 Non-Payment of Fees
 - 21.10.5.1 Revocation of membership - Members who have not paid the current year's dues 30 days before the annual meeting will automatically be dropped from membership and the IFSAC accreditation of any degree programs run by the institution will be revoked.

ARTICLE 22

Policies and Procedures for Accreditation of Fire Related Degree Granting Programs of the International Fire Service Accreditation Congress Degree Assembly

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ARTICLE 22.1 SCOPE

22.1.1 This article shall apply to the accreditation of fire related programs offered by postsecondary degree granting institutions.

ARTICLE 22.2 PURPOSE

22.2.1 Accreditation is a process of external peer review in which a private, non-governmental agency or congress grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluation.

The purpose of this accreditation process is to provide an independent and objective judgment of the quality of the educational program, the degree to which that program's goals are achieved, and to encourage continued improvement.

22.2.2 This article shall describe the policies and procedures for accreditation of postsecondary programs in fire related fields of study.

ARTICLE 22.3 RESPONSIBILITIES

22.3.1 The International Fire Service Accreditation Congress Degree Assembly (hereinafter called the Degree Assembly) is a voluntary, peer-driven, self-governed system which accomplishes its mission through action of the Degree Assembly acting directly or upon recommendation of its board of governors or committees. The granting of accreditation or reaccreditation, shall be as provided for in Article 23 of these bylaws.

22.3.2 All proposals for policies and procedures on accreditation for the approval of the Degree Assembly shall be presented in accordance with Degree Assembly bylaws. The Board of Governors shall review all proposed policies, procedures, and accreditation criteria and advise the Degree Assembly of the impact and/or effect the proposal will have on the mission of the Degree Assembly. The Board of Governors may initiate proposals on policies and procedures to the Degree Assembly.

22.3.3 All action on the accreditation or reaccreditation of a program is the responsibility of the DABOG and shall be based on the report of the accreditation team.

22.3.4 The accreditation process will be administered based on the policies, procedures, and criteria approved by the Degree Assembly. The decision on accreditation actions shall be by vote of the DABOG. Such vote may be appealed by the affected member via the established appeal process.

22.3.5 If there is a conflict between accreditation policies, procedures, or criteria and national, state/regional, or local laws governing the institution or program, these are to be communicated with the IFSAC Administration for review, appropriate resolution, and reporting to the Degree Assembly Board of Governors. When conflicts are discovered regarding specific criteria or bylaws, the Degree

Assembly Board of Governors shall have the authority to waive specific requirements for cause. Such waivers shall be documented and reported to the Degree Assembly at the next meeting.

- 22.3.6 Decisions on accreditation status are the sole responsibility of the DABOG subject to the appeal process.

ARTICLE 22.4 OBJECTIVES OF ACCREDITATION

The purposes previously stated herein are fundamental to accreditation processes in fire related postsecondary degree granting institutions. Accreditation seeks to attain the following specific objectives:

- 22.4.1 To serve the public, industry, and the fire service profession by encouraging the development of improved fire related education.
- 22.4.2 To identify for prospective students, student counselors, parents, potential employers, public bodies, and officials, fire related programs which meet or exceed the minimum IFSAC Degree Assembly criteria.
- 22.4.3 To provide stimulation leading to curricular improvement in existing programs and to assist in the development of educational models for establishing new fire related science and technology.

ARTICLE 22.5 ACCREDITATION/REACCREDITATION

- 22.5.1 The Degree Assembly shall establish and publish criteria for program degree and academic certificate accreditation. The criteria for degree accreditation shall be the process, standard and criteria used by evaluation teams for review and evaluation of institutional postsecondary educational programs for accreditation, and shall form the basis for evaluation team training programs.
- 22.5.2 Programs seeking accreditation shall be voting members at the time of application for accreditation.
- 22.5.3 All accreditations or reaccreditations shall be for a term of five (5) years. The five (5) year period shall begin on the date that accreditation is granted by the Degree Assembly Board of Governors (DABOG) and end at the conclusion of the fifth anniversary date of that accreditation. This applies to all accreditation scenarios including initial accreditation, reaccreditation, a conditional accreditation, a provisional accreditation or any extension period(s).
- 22.5.3.1 Accredited programs should make their best effort to be prepared for a reaccreditation site visit based upon the five (5) year period from their prior visit. This will aid the Administrative Office with scheduling site visits within workable time parameters.
- 22.5.4 When a program that is located outside of the United States requests accreditation through the Degree Assembly of IFSAC, the Administrative Office in conjunction with the program requesting accreditation will contact appropriate governmental

and non-governmental accreditation or quality assurance entities in the country of the program requesting accreditation and report the finding to the DABOG. Likewise, when a U.S. program requests accreditation through the Degree Assembly of IFSAC, the Administrative Office will contact the relevant regional accrediting organization to verify the accreditation status of the program's institution and report the finding to the DABOG.

- | 22.5.5 Programs may apply for accreditation and reaccreditation by submitting a complete application for accreditation along with appropriate documentation and a completed self-study document to the Administrative Office at least ninety (90) days before a requested site visit. The Administrative Office will conduct an initial review of the application and document(s) for completeness (not for content). The Administrative Office will then follow the established Degree Assembly's Program Evaluation Information and Procedures and appendices for the selection of site team members and scheduling the site visit. Once that process is completed, the site team shall receive the applicant program's self-study sixty (60) days prior to their site visit to allow for a thorough review.
 - 22.5.5.1 One application for accreditation or reaccreditation shall suffice when the programs of study and degrees awarded are considered to be substantially related or connected, considering such factors as common or shared administration, staff and resources, curriculum, and location.
 - 22.5.5.2 When in question, substantially related or connected shall be as determined by a majority vote of the DABOG.
- 22.5.6 A site visit will be carried out only if a program has had a graduate prior to the on-site visit.
- 22.5.7 The Administrative Office shall schedule and facilitate all activities of site visits pursuant to policies and procedures for evaluation team operations.
- 22.5.8 The evaluation team shall examine all aspects of the applicant program in relation to the criteria for degree accreditation. Within thirty (30) days of the completion of the examination, the site team shall prepare and submit to the Administrative Office and the program applicant (which will allow the applicant time to comment on preliminary findings) a consensus report that includes at least:
 - (a) Evaluation checklist documentation as provided for in the criteria for degree accreditation.
 - (b) A narrative report of findings.
 - (c) Based upon findings, a recommendation to take one of the following actions:
 - (1) Grant initial accreditation
 - (2) Deny initial accreditation
 - (3) Grant reaccreditation

- (4) Deny reaccreditation
 - (5) Grant conditional reaccreditation
 - (6) Deny conditional reaccreditation
 - (7) Grant provisional accreditation based on the requirements of the authority having jurisdiction pursuant to 22.5.9.
 - (8) Deny provisional accreditation.
- (d) Any requirements that must be met by the agreed upon timetable.
 - (e) Any voluntary recommendations that are in order for the applicant, but not required for accreditation.

22.5.9 For programs outside of the United States where regional accreditation does not apply, a program may be granted provisional accreditation. Any program granted provisional accreditation must have substantially met the criteria for accreditation. Full accreditation will only occur when a site team concurs that all criteria have been met, makes their report, and a motion to accredit as approved by the DABOG. Full accreditation will be for a period of five (5) years from the date of the original DABOG meeting granting provisional accreditation, and subsequent reaccreditation shall be based upon the original provisional accreditation date.

Provisional accreditation shall only be granted for a period of up to two years. During the provisional period the evaluation team shall require written progress reports one month prior to each DABOG meeting showing efforts to meet criteria.

At the time full accreditation is granted the institution may retroactively issue an IFSAC certificate for the academic year prior to the granting of full accreditation.

22.5.10 Conditional accreditation will be considered for reaccreditation only.

22.5.10.1 A program may be granted conditional reaccreditation at the next regularly scheduled DABOG meeting following its site visit if the program is making good faith effort to complete deficiency remediation based upon the requirements timetable.

22.5.10.2 If adequate time was available prior to the first regularly scheduled DABOG meeting for the program to complete deficiency remediation, but the institution fails to show a good faith effort according to the requirements' timetable, the site team shall present the recommendation at that meeting to deny reaccreditation.

22.5.10.3 If adequate time is not available prior to the first regularly scheduled DABOG meeting, a conditional reaccreditation may be granted to the program until the following regularly scheduled DABOG meeting. At that meeting the site team shall present one of the following recommendations:

- (a) Grant reaccreditation based upon the original five (5) year accreditation date.
 - (b) Deny reaccreditation.
- 22.5.10.4 All site teams making conditional reaccreditation recommendations shall submit documents to the IFSAC Administration for distribution to the DABOG describing the specific details as to the condition(s) that must be met prior to the granting of accreditation, and how completion of these conditions will be measured.
- (a) Documentation of completion of conditional reaccreditation items submitted by the program must be reviewed by all members of the site team within thirty (30) days of submission.
 - (b) Within thirty (30) days of review of the documentation of completion of conditional reaccreditation items, the site team leader shall submit through the Administrative Office a final report to the chairperson of the DABOG containing a recommendation to grant or deny reaccreditation. Acceptance by the site team and the Board chair of documentation provided by the program automatically grants full accreditation.
- 22.5.10.5 If a program has not been granted reaccreditation following the second regularly scheduled DABOG meeting after its site visit resulting in condition reaccreditation, the program's accreditation shall be automatically denied.
- 22.5.11 Upon loss of accreditation, the IFSAC Administration shall send a letter to the program, using a verifiable delivery receipt method, making notification that the program shall cease the use of all IFSAC logos and/or text indicating accredited status. The Administration shall follow-up as necessary to ensure compliance.
- 22.5.12 Extensions of reaccreditation will be considered by the DABOG upon request by the program.
- 22.5.12.1 A program may be granted an extension of reaccreditation by the DABOG upon showing of circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.
- 22.5.12.2 A program may be granted an extension of reaccreditation by the DABOG until the following Board meeting. A second extension of reaccreditation may be granted by the DABOG upon showing of a good faith effort to prepare for the reaccreditation visit. No extension, or combination of extensions, of the reaccreditation may exceed one (1) year, and if reaccreditation is granted, the five (5) years will be based upon the original reaccreditation date.
- 22.5.12.3 Failure to attain accreditation prior to the DABOG meeting following the second extension of accreditation will result in loss of accreditation status.

- 22.5.13 A degree completion certificate may be offered to graduates of the program for the academic year prior to the site visit if it is determined by the DABOG upon a recommendation by the site team that the program followed by these graduates is essentially the same as the one reviewed.
- 22.5.14 Administrative reviews conducted for the purpose of adding an additional program or programs of study, including academic certificates, to an existing program's accreditation status shall adhere to the following:
- 22.5.14.1 Accredited postsecondary degree-granting institutions shall submit an application for administrative review to add a program or programs of study and any other such materials as may be necessary to demonstrate compliance with the Criteria for the Accreditation of Fire-Related Degree-Granting Programs of the International Fire Service Accreditation Congress Degree Assembly. This shall be submitted to the IFSAC Administrative Office.
 - 22.5.14.2 The Administrative Office shall arrange for an administrative review of an application for to add a program or programs of study to a program's accreditation status. The administrative review shall be conducted by a trained site team member. A member of the most recent accreditation or reaccreditation site team should be utilized if possible. If this is not possible, two (2) trained site team members will be used. When such review has been arranged, the Administrative Office will notify the requesting program to send all supporting documentation, their most recent self-study, site visit report, and evaluator checklist.
 - 22.5.14.3 The application for administrative review shall include a self-study addressing each criterion pertaining to the program(s) for which application for administrative review is made. When the information pertaining to the new program(s) would repeat the information provided in the original self-study, the program may state "no impact" for the comment.
 - 22.5.14.4 The reviewer(s) will provide the Administrative Office with a report stating that the program has met the criteria for the additional program(s) sought, and/or detailing the deficiencies found in the review. The Administrative Office shall promptly notify the applicant:
 - (a) that a recommendation to add the program(s) of study to the program's accreditation status shall be forwarded to the DABOG.
 - (b) that deficiencies were identified and must be addressed before a recommendation to accredit the program(s) of study will be forwarded to the DABOG.
- 22.5.15 For substantive changes in an accredited program of study the following shall be adhered to:

- 22.5.15.1 Accredited entities shall notify the Administrative Office of any substantive changes to a program of study including, but not limited to, fire related administrative structure, ability to deliver instruction, or change in location, made by the accredited program or its institution between site visits.
- 22.5.15.2 When in question, a substantive change shall be determined by a majority vote of the DABOG.
- 22.5.15.3 The Administrative Office shall notify the DABOG when a substantive change has been made to an accredited program or institution.
- 22.5.15.4 At the next regular meeting of the DABOG an examination of all aspects of the reported changes, in relation to the criteria for degree accreditation, shall be conducted.
- 22.5.15.5 Based on the findings of the examination, a majority vote of the DABOG shall occur as to which of the following actions will be taken:
 - (a) Continue accreditation status
 - (b) Direct the program to submit an administrative review as described in 22.5.14
 - (c) Withdraw accreditation
- 22.5.16 Final decision to grant initial accreditation, reaccreditation, a conditional reaccreditation, a provisional accreditation or any request of accreditation that was denied or withdrawn of a program will be posted to the IFSAC website for public viewing. Supporting documentation will also be posted to provide basis of judgement for the decision of the DABOG.
- 22.5.17 Programs shall have the right of appeal pursuant to Article 22.7.

ARTICLE 22.6 ESTABLISHMENT AND REVISIONS TO CRITERIA, DOCUMENTS, AND GUIDES PERTAINING TO ACCREDITATION

- 22.6.1 The criteria for degree accreditation may be revised or amended upon a two-thirds vote of the Degree Assembly delegates and proxies present and voting. This shall be done only after the proposed revision has been provided to the Administrative Office at least sixty (60) days prior to a semi-annual meeting of the Degree Assembly. The proposed revisions shall be furnished to the delegate members at least thirty (30) days prior to the meeting.
- 22.6.2 Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any regular or special meeting of the Degree Assembly.

ARTICLE 22.7 APPEAL AND REVOCATION POLICY AND PROCEDURES

- 22.7.1 In the event an institution wishes to appeal an action of “not to accredit” taken by the DABOG, a written notice of intent to appeal must be given to the manager of IFSAC within thirty (30) calendar days of the date of notification of the action. Upon receipt of such notice, the manager shall place that appeal on the agenda of the next meeting of the Degree Assembly. The manager shall notify the chair of the DABOG, leader of the accreditation team responsible for the visit report, and the appellant member entity of such action.
- 22.7.2 Upon being notified of the appeal of the “not to accredit” decision, the chair of the DABOG and the leader of the accreditation team responsible for the visit report shall submit a written report that will be part of the meeting packet explaining the reasons for the decision “not to accredit”. The appellant member entity shall also provide a written report on their reasons for seeking an appeal of the decision. Failure to submit a required report will be considered to be favorable to the other side. During the appeal process a member being reaccredited will remain an accredited entity pending decision of the Degree Assembly. A member not accredited will not have accreditation until the appeal to the Degree Assembly is successful.
- 22.7.3 As provided for in Article 21.7, time shall be provided during the assembly meeting for a presentation on the reasons for the “not to accredit” decision from both the chair of the DABOG on behalf of the Board and the leader of the accreditation team responsible for the visit report on behalf of the team. The appellant member will follow with a presentation on their reason for the appeal. In no case will any of these presentations take longer than twenty (20) minutes.
- 22.7.4 Upon completion of the presentations, a ballot vote of the voting members of the Degree Assembly will be taken, with the members of the accreditation visit team not allowed to vote. A majority vote of the Degree Assembly is required on whether to grant accreditation or reaccreditation on appeal. If the appeal is allowed, accreditation will be granted under the same provisions as if the program had been granted accreditation by DABOG action. The five (5) year term will end as provided in paragraph 22.5.3.
- 22.7.5 Any questions regarding the continued compliance of programs during the accreditation period shall be directed to the manager of IFSAC who will notify the chair of the DABOG. If it appears to the chair of the DABOG that an accredited program is not in compliance with IFSAC criteria, the accredited member is notified. If the response from the accredited member is not adequate, the DABOG may institute a revocation-for-cause. The accredited member will be notified of the reasons why revocation is to be instituted. In order to place a revocation for cause before the DABOG, an on-site visit by a representative of the Board may be scheduled to determine the facts. If circumstances warrant, this visit may be conducted at Degree Assembly expense. A report showing the reasons for revocation for cause will be introduced at the next meeting of the DABOG. The accredited member will be notified of the action within five (5)

working days of the decision of the DABOG. The decision constitutes a "not to accredit" action and as such may be appealed. In this case accreditation is continued until the appeal procedure has been completed.

ARTICLE 22.8 PUBLIC RELEASE POLICY

- 22.8.1 Accreditation by the International Fire Service Accreditation Congress (hereinafter called Degree Assembly) is based on a member institution satisfying minimum educational criteria. The period or terms of accreditation do not attest to the relative ranking of the program against other accredited member programs.
- 22.8.2 Accreditation is specific to a program and therefore all statements on the status of accreditation must refer only to those programs that are actually accredited. Accreditation of one program does not apply to any other program.
- 22.8.3 Public announcement of the accreditation status should only relate to attainment of that status. Any reference to accreditation by the Degree Assembly contained in college catalogs and other publications of member schools, must clearly indicate the programs actually accredited by the Degree Assembly of the International Fire Service Accreditation Congress, 1812 Tyler Avenue, Stillwater, Oklahoma 74078-8075, <https://ifsac.org>. If the institution offers a non-accredited program at the same level in the same field as a program accredited by the Degree Assembly of the International Fire Service Accreditation Congress, the institution must indicate in public descriptions of the program that it is not accredited by the Degree Assembly of IFSAC.
- 22.8.4 No implication should be made that because an institution is accredited by a regional or governmental body that a program also has Degree Assembly accreditation.
- 22.8.5 Member institutions are encouraged to make their accreditation status public, but no direct quotation may be made from any Degree Assembly document or statement to the institution. All correspondence and reports relating to the accreditation process, site visit, self-study reports, response to the site visit, progress reports and surveys are to be treated as confidential and should only be released to authorized personnel at the Degree Assembly or member institution involved in the accreditation process.
- 22.8.6 All documents relating to the structure, policies, procedures, and accreditation standards of the Degree Assembly are available to the general public upon written request.
- 22.8.7 Wherever the policy of the institution or governmental body that oversees the institution's licensure or other matters require the release of the accreditation information of files, the requested information must be released in its entirety. All requests must be in writing.
- 22.8.8 Following each meeting of the Degree Assembly, accreditation actions taken with the respect to all programs, with the exception of notification of "intent to

withdraw” accreditation, are disclosed to all appropriate agencies and the general public.

- 22.8.9 If accreditation is withdrawn or discontinued, the institution shall no longer refer to the program as “accredited” by the Degree Assembly.

ARTICLE 22.9 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE DEGREE ASSEMBLY

- 22.9.1 All submissions to and documents prepared by and for the Degree Assembly shall be in the English language.
- 22.9.2 All meetings and records of the DABOG and Degree Assembly shall be conducted and recorded in the English language.
- 22.9.3 All costs for translation of documents or meetings shall be borne by the institution submitting or receiving the information or attending the meeting, unless otherwise provided for by action of the Degree Assembly.

ARTICLE 22.10 CONDUCT AND ETHICS

- 22.10.1 All persons who conduct business on behalf of the Degree Assembly shall be bound by accepted academic standards of conduct and applicable copyright laws. All persons who perform any functions for the Degree Assembly may not personally gain by any materials that are part of an institution’s accreditation package. Failure to abide by these rules of conduct will subject that person to action by the Degree Assembly.

ARTICLE 23

Principles of Accreditation of Fire Related Degree Granting Programs of the International Fire Service Accreditation Congress Degree Assembly

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- 23.1 The institution shall have clear and publicly stated purposes consistent with the program's mission and appropriate to an institution granting postsecondary degrees in a fire related field of study.
- 23.2 The institution shall have the human, physical, and learning resources necessary to accomplish its stated purposes.
- 23.3 The institution shall be organized in such a manner that it is able to effectively accomplish its educational and other stated purposes.
- 23.4 The institution shall be accomplishing its educational and stated purposes.
- 23.5 The institution shall be able to continue to accomplish its stated purposes and strengthen its educational effectiveness.
- 23.6 The institution shall demonstrate integrity in its practices and relationships.