

Procedure for Degree Assembly Membership Applications

IFSAC Degree Assembly
October 5, 2024

1. Submission of application.
 - a. New voting member applicants submit their application to the Administrative Office.
2. Review of credentials.
 - a. The Administrative Office verifies that the applicant meets the requirements set forth in the Bylaws.
 - b. The verification process should include checking any relevant documentation or qualifications necessary for membership.
3. Notification to the chair.
 - a. Once the Administrative Office completes the verification, it will notify the Chair of the Board of their findings, including whether the applicant meets the criteria specified per Bylaws.
4. Chair's authorization.
 - a. The Chair will either:
 - i. Approve membership: If all requirements are met, the Chair authorizes the Administrative Office to notify the applicant of their acceptance as a voting member.
 - ii. Defer to the Assembly: If there is uncertainty or question about the applicant's qualifications per Bylaws, the Chair will instruct the Administrative Office to hold off on notification and refer the matter to the Assembly.
5. Assembly vote (if required).
 - a. If the applicant's credentials are questioned, the issue will be presented at the next regular Assembly meeting.
 - b. The Assembly will determine acceptance based on a majority vote.
6. Final notification.
 - a. If the Chair approves the application, the Administrative Office will send a confirmation of voting membership to the applicant.
 - b. If the matter is referred to the Assembly, the Administrative Office will notify the applicant of the decision following the Assembly vote.

This procedure ensures that applicants are properly vetted per Bylaws while also providing an additional layer of review if needed through the Assembly.

This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to Degree Assembly extensions of reaccreditation.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.