

Baptist International Accrediting Agency



Quality Guidelines



Introduction

The Baptist International Accrediting Agency exists to support Christian educational institutes around the world. We are distinct for several reasons.

We recognize that we may never be the largest accrediting agency because membership is limited to Baptists.

Baptist International Accrediting Agency values cultural exchange among people groups worldwide, and we believe BIAA is an effective way to encourage it.

Our accreditation is not governmental, since we represent countries with differing governmental and political systems. However, we welcome government recognition because it helps strengthen our acceptance in academic circles.

When an institution receives the BIAA seal of approval, we want it to be clear that the institution has met established educational qualifications.

BIAA does not support institutions that operate as “diploma mills,” selling degrees without meaningful educational requirements.

Purpose:

- ◆ To stimulate excellence at reasonable costs.
- ◆ To encourage a close relationship among our members.
- ◆ To foster Christian values as a part of the educational process.
- ◆ To provide counsel and assistance in establishment, development and retention of quality institutions.
- ◆ To encourage institutional self-improvement through continuous evaluation.
- ◆ To assure the public that the individual institutions that have been approved for membership offer programs that meet national and international standards.
- ◆ To protect institutions against encroachments.
- ◆ To encourage nontraditional learning - the extended campus concept, but to insist on quality.
- ◆ To recognize external degree programs, but to constantly

Membership:

1. Eligible candidates for membership in B.I.A.A. are those schools, colleges, and theological seminaries who meet the following requirements:
 - ◆ Have authority from the appropriate governing agency to award a certificate, diploma or degree.
 - ◆ Have a governing board which is representative.
 - ◆ Must have an on-site study and evaluation by BIAA.
 - ◆ Agree to annual requirements and systematic evaluations.
 - ◆ Pay yearly fee and agree to transfer of credits among members.

Types of Memberships:

Candidate, Member, Comprehensive Member, Comprehensive Member with Honor.

- ♦ All come in via the Candidate status.
- ♦ If a member wants to drop out, they must notify the Agency before December 31 of current year.
- ♦ A Candidate becomes a Member after having a successful on-site study and evaluation.
- ♦ A Member may become a Comprehensive Member if they have more than one program.
- ♦ Membership lists will **only** be provided to our membership.
- ♦ In case of an emergency, each type of membership agrees to call the Agency at once.

Our Criteria:

Foster ethical practices:

- ♦ Ensure that members adhere to their stated standards.
- ♦ Require members to admit students only after evaluation of their abilities thereby reducing attrition rates.
- ♦ Require grading policies which are indicators of performance.
- ♦ Discourage promised services in area of job placement.
- ♦ Require adequately prepared teachers and professors.

Encourage experimental and innovative programs:

- ♦ Ensure that new programs are regularly considered.
- ♦ Insist that the courses, curriculum, and instruction are consistent in quality content.
- ♦ Ensure that adequate space, equipment, instructional material, and personnel are available.

Assure due process:

- ♦ Insist that consumer protection is a major goal.
- ♦ Ensure that refund policies are fair and consistent.
- ♦ Insist that members maintain adequate written student records.
- ♦ Ensure that proper avenues of complaints are provided.

Encourage clearly identified needs:

- Insist that institutional study is complete and rewarded.
- Require that course outlines, schedule of tuition, fees and other charges, as well as general policies and operating rules are available to students upon enrollment.

Foster being responsive to public interests:

- Insist that members be financially capable of fulfilling their commitments.
- Insist that members do not exceed enrollment facilities and equipment.
- Insist that all members require a high school diploma or its equivalent to enter the institute.
- Insist that members require a degree or its equivalent to enter graduate school.
- Encourage members to strive toward quality education.

Code of Ethics for Members

Preamble

The members believe in the worth of Biblical education. They recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. They regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The members accept their responsibility to practice their profession according to the highest ethical standards.

The members recognize the magnitude of the responsibility they have accepted in choosing a career in education and engage themselves individually and collectively with other members to judge their colleagues and to be judged by them in accordance with the provisions of this code.

Precept 1 — Commitment to the Student

The members measure their success by the progress of each student toward realization of his (or her) potential as a worthy and effective citizen. The members therefore, work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

1. In fulfilling their obligation to the student, the members:

- Shall permit the student independent action in his pursuit of learning, and shall not without just cause deny the student access of varying points of view.
- Shall submit matter for which they bear responsibility without suppression or distortion.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety and shall not procure, distribute, or in any way make available any of the substances recognized as harmful to learning or to health and safety of the students, or to advocate the use of any such substances.
- Shall conduct business in such a way that they do not expose the student to unnecessary embarrassment or ridicule.

Precept II - Commitment to the Public

The members believe in patriotism and are dedicated to the principles of our democratic heritage. All members share the responsibility to develop a strong public policy that teaches their students their citizenship responsibilities.

In fulfilling their obligation to the public, the members:

- Shall take adequate precautions not to distort the facts concerning educational matters.
- Shall not interfere in recognizing a colleague's exercise of citizenship rights and responsibilities.
- Shall not use membership to promote partisan political activities.
- Shall not accept favors that might impair professional service.

Precept III - Commitment to the Profession

The members believe that the quality of the services of the educational profession directly influences the world, the nation, and its citizens.

Therefore, they exert every effort to elevate professional standards, and to achieve conditions which attract people worthy of the trust in a career in education.

In fulfilling their obligation to the profession, the members:

Shall not discriminate based on race, color, creed or national origin.

Shall accord just and equitable treatment to all associates in the exercise of their professional rights and responsibilities.

Shall use no coercive means or promise special treatment to influence professional decisions of colleagues.

Shall withhold and safeguard information acquired about colleagues in the course of employment.

Shall provide upon request of the aggrieved party a written statement of specific reasons for recommendations that lead to significant changes in employment.

Shall present professional qualifications accurately, truthfully and completely.

Shall present evaluations of colleagues based on facts.

Shall not engage in conduct, which is offensive to the ordinary dignity, decency and morality of humankind.

Precept IV - Commitment to Professional Employment Practices



The members regard the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the higher ideals of professional service. They believe that sound professional personnel relationships are built upon personal integrity, dignity and mutual respect. The members discourage unqualified candidates.

In fulfilling their obligations to professional employment practices, the members:

- Shall offer a position or responsibility on the basis of professional preparation and legal qualifications.
- Shall refrain from commenting adversely about candidates.
- Shall present only factual information regarding the assignment or conditions of employment to an applicant.
- Shall give prompt notice of any change in service.
- Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action.
- Shall conduct professional business through channels, when available.
- Shall not delegate assigned tasks to unqualified personnel.
- Shall permit no commercial exploitation of the profession.

Precept V - The Competent Members

Assess student achievement and ability.

Prescribe accepted procedures which result in desirable learning.

Provide a positive environment for learning.

Adhere to the generally accepted school policies and educational philosophies.

Precept VI - Helps for our schools, colleges and seminaries.

We need to have a better understanding of the significance of higher education as an integral component of BIAA.

We need to have a better understanding of the present difficulties that confront BIAA.

We need to have a better understanding of the purposes of BIAA in our present day culture.

We need to have a better understanding of the nature and extent of financial support necessary to provide higher education of acceptable quality.

We need to have a better understanding of the vital relationships among the schools, colleges and seminaries and a clearer understanding of the areas of control and lines of responsibility.

We need to have a better understanding of our part in the improvement and strengthening of these institutions.

Types of Accreditation

There are **five types** of membership in the Baptist International Accrediting Agency. Briefly defined they are as follows:

CANDIDATE - Candidate status is granted to applicant schools based on a completed application and acceptance by our office. This shows that the school is working toward full accreditation, which can only be granted after an on-site visit and approval by the visitors.

PROVISIONAL ACCREDITATION & MEMBERSHIP - After an on-site visit, if a school has problems that would prevent them from gaining full membership, a provisional membership may be granted. A certificate will be issued that is valid for only six months. On the back of this certificate will be listed the deficiencies that must be corrected. This certificate may be renewed each six months if proof is shown that the school is mending the problems. The certificate may be renewed no more than four times before another visit is required.

FULL ACCREDITATION & MEMBERSHIP - When the on-site visit is made and the school is recognized as a fully accredited member in good standing; a certificate and plaque are issued showing this. An on-site visit is required every seven years.

COMPREHENSIVE MEMBER - An accredited member who has more than one type of program and has been accredited for at least five years may be granted a Comprehensive membership. This will be shown on the plaque and the certificate.

COMPREHENSIVE MEMBER WITH HONOR - This institution has been accredited for ten years or more; has more than one program and has shown exceptional credibility. It has had at least two on-site visits. The president must approve this level of accreditation personally.

Note: Each level must be applied for by the member school before it will be issued.

All members are required to send in the yearly questionnaire and report form supplied by the home office ascertaining that the criteria of BIAA is continuing and that adequate self-study is being conducted. This is in addition to onsite visits at the required times.

BIAA TEACHER CERTIFICATION

We understand that individuals sometimes want membership in the organization. We have developed a method to certify our teachers for our membership.

This membership is strictly done by member and candidate schools. We will refuse all applications for BIAA certification of teachers except when received through the member institution.

The teacher should submit a complete resume; transcript; and a copy of diploma or applicable degree along with a request from the granting school on the school's letterhead. This application must be accompanied with a \$25.00 check. The certificate is renewable each year. The teacher will not be billed. They must send in the old certificate or a copy of it with a new check for \$25.00 and a new request let-

Degrees

DIPLOMA:

In the event that a degree is not appropriate for the particular program of a school they may give a diploma or certificate to show the completion of the study. What is required for this diploma should be accurately described in the catalog or advertisement of the school.

ASSOCIATE DEGREE:

This degree may be awarded to students who have completed a minimum of 60 semester hours of study or its equivalent. If the nomenclature of the degree is entitled Associate of Arts then 25 of the degree should be in general studies.

BACHELOR DEGREE:

The Bachelor's Degree may be earned by having a total of 120 semester hours. If at least 25 of the degree is not in general studies then a different nomenclature should be used for the bachelor degree being granted. (ie. Bachelor of General religion; Bachelor of Bible etc.)

MASTER'S DEGREE:

The Master's Degree may be granted upon the completion of a minimum of 30 semester hours of study above the Bachelor's degree including a submitted thesis of 10,000 words or more.

The Master's thesis must be type-written and cover a topic researched in the student's field of study.

DOCTORATE DEGREE:

The doctorate degree should require a minimum of 60 semester hours above the Bachelor's degree or 30 semester hours above the Master's Degree. The Doctorate Degree requires a type written thesis of at least 25,000 words that demonstrates a high quality of scholarship.

HONORARY DEGREE:

No institution may offer in anyone year more than two honorary Doctorate degrees in their home country and two additional in foreign countries. Honorary degrees must state so on the face of the degree and at no time should the standard degree nomenclature be used on an honorary degree.

General Guidelines

Staff:

Regular participation of a school's staff and teaching faculty in professional education seminars should be encouraged. This will help them to be acquainted with what others are doing and will also keep them abreast of where the educational world is going.

Although our organization does not require it, instructors should be encouraged to submit their resume and become BIAA teacher certified. This certification must not be confused with state certification.

Program Content:

If the school is a religious school, the school should state their stand regarding degree programs and their ecclesiastical nature and intent.

Student Alumni:

Feedback should be sought from former students and graduates to find out how the studies are meeting the needs and expectations of the students. This will enable the school to find its own strengths and weaknesses to build a stronger program all the time. This should be an on-going process.

Self-Evaluation:

Each institution should complete a self-evaluation. This should be going. Instructors should be periodically evaluated at least once a year.

The candidate school should be encouraged to begin immediate self-evaluation to turn in to the visiting team when on-site evaluation is done. Candidate status will only be issued for six months unless an on-site visit is scheduled.

Yearly Reports :

Each member of BIAA is required to send in a yearly report. This is usually a report form. If these are satisfactory the school may be recertified for BIAA accreditation.

If a completely new program is introduced or if the home office of the schools moves more than 30 miles away, a new on-site visit must be done and a restudy made. **Each institution must have an on-site visit once every seven years.**

Course Programs:

All courses should be self-evaluated with a reasonable amount of instruction and resources to support each course. A good tool is for each student to be allowed to evaluate the class at the end of the particular course of study. The evaluations should be shown to the teacher, even though the student's name may or may not be on it. The teacher, to be the teacher they should be and to be effective, should take constructive criticism wisely.

A good file system should be kept on successful students. Student process and references are then readily available to the prospective student who desires to know how much your program is accepted in the real world.

An on-going list of graduates names and addresses change, but a sufficient number of them should be correct so that we are able to give personal references at a moment's notice.

Textbooks and other curriculum should be continually evaluated by the staff to be sure that they are current.

Course work should not be allowed to become stale and out of step with the times. Up-dating is a job, however, the school or college will be blessed in their deeds if they do not become weary in well doing.

Each institution shall establish a list of resources available to its students such as lab materials, libraries, or other reference and research facilities.

The institution should be constantly aware of the value it holds in both the academic and ecclesiastical communities.

Courses and programs should be certain that they develop an individual's knowledge and understanding of God's Word. They should develop the successful student's skills to carry out certain functions that could not have been done without the study.

THE COLLEGE CATALOG OR STUDENT HANDBOOK

A good college catalog should reflect the following things:

History:

A brief history of the institution should be given. This should include the purpose for its inception. It should also contain the founder's name and background. If it is sponsored by a certain religious persuasion, this should be included.

Listing of Officials:

There should be a section that gives the clear ownership of the school. Names of the board of directors, trustees and other officials should be given. If a complete list of teaching staff is not possible, the professors or head of the staff heads of the various programs and departments should be given. It is advisable to list the academic advisers and their qualifications if applicable.

Accreditation:

Clear statements about the legality of the institution; incorporation etc. should be stated. Accreditation information should be given, but never should any of this information be anticipated" or "planned" because this can lead to consumer protection problems. It should be factually stated as it is.

Philosophy:

The school's philosophy should be clearly stated. The school's goals and objectives should be stated.

The religious affiliation and doctrine should be stated if there is one. Professional affiliation and philosophy should be stated by non-religious schools.

Departments/Programs:

Departments should not be listed as such unless there is a professor to guide the department. They should be listed as programs if the studies come under the chairmanship of the other college programs.

Pictures:

Pictures are a valuable tool to use in a catalog, However pictures should be truthful in content or explained. The general public should never be deceived by your catalog.

Calendar:

A good college catalog will contain a calendar of events and schedules if it is offering on-campus time scheduled classes.

Course Numbers:

Course numbers should reflect the department or program of which they are a part of (ie. Bi. (Bible) Th. (Theology) Ed. (Education) etc.). Example: Bi130

A person who is educated to it should know at a glance that this is a Bible course; I-first year; 3-three credits or semester hours; a-first part of the course.

Example: BI132

This would be a Bible course; first year; three semester hours or credits whichever the case may be; and 2 the second semester of a two semester course study.

Note: Four hour courses should only be given to sciences with the three hour work and 1 hour lab or it should be reserved for graduate work altogether.

For your information:

A semester hour is 15 hours of classroom instruction. In a three semester hour course a student will normally spend 3 classroom hours per week in class for 15 weeks.

Graduate work:

Graduate work should be listed separately from undergraduate work in your college catalog.

Promises:

Schools should not make any written guarantees about the success of their work. If you do, you may be held liable in court. In fact, disclaimers where applicable are advisable.

Application Forms:

It is a good idea to have an application attached to the inside of the catalog for ready use for the potential student. This should be secured, but in such a way as not to destroy the catalog when removed.

Finances:

The tuition and refund policy should be clearly stated in the catalog. It should include tuition; graduation fees if they apply. The refund policy should be on a scale. This scale can be prepared by the administrative facility or college board, However, it should be the same for everyone.

School address:

The school's mailing address, physical address, telephone number, and Fax number should be clearly stated somewhere in the catalog.

Housing:

Housing rules, charges, and all that is expected of the resident student who gets housing from the college, should be clearly stated somewhere in the catalog.

Dress Code:

If the school has a dress code it should be stated as far as possible in the catalog. This protects the school from later trouble.

If Problems Arise:

Member schools are encouraged to call our office immediately if confronted with a legal problem. Perhaps you can save thousands of dollars in legal fees, etc. Please keep in mind that we are a service organization offering assistance to our members.

In the event of a problem between member institutions, please notify our office. Formal complaints must be submitted in writing, using school or church letterhead. We can accept telephone calls, but we cannot act officially unless formal charges have been submitted in writing and signed by the person submitting the complaint.

Upon receipt of the written complaint, we will notify the institution and give them ample opportunity to respond. The procedure is as follows:

The complaint will be reviewed by the executive board, president, vice- president, and secretary. If, at this point, the problem is not resolved, it will be brought before the members present at the regional or national meeting.

The president has the right to veto any action taken. If a school's membership is revoked, they will be notified in writing.

Accreditation

Accreditation is formal approval, recognition, or certification granted by an independent third party to confirm that an organization, school, or program meets established standards of quality and competence.

Baptist International Accrediting Agency is an international accrediting commission which holds as its primary objective the encouragement and maintenance of sound scholarship and the highest academic achievement in the areas of private Religious education. Quality education is the goal at all times. Its purpose is the preparation of quality education in private schools, colleges, and theological seminaries. It is a non-government body and makes no claim to be connected with the government.

Transfer of Credit

A degree covers the major taken with that degree. A student or potential student must understand that credits taken in one type program major may not transfer to another type program. This is the sole determination of the receiving institution. Furthermore, training is specialized in most fields. A graduate in one field may have difficulty being hired in a field that they are not certified in.

Fostering Excellence In Education



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