

**PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS,
COLLEGES AND UNIVERSITIES**

Commission on Graduate Education

Guidelines for Applicant Schools

1. CATEGORIES OF MEMBERSHIP

The accreditation process consists of several stages. Each stage is identified with a particular status of the institution applying for membership. Each of these stages has certain requirements and qualifications. The first category is APPLICANT STATUS followed by CANDIDATE STATUS and followed finally by MEMBER STATUS.

2. REQUIREMENT FOR APPLICANT STATUS

A medical school committed to institutional improvement through the guidance of PAASCU's Commission on Graduate Education may request to become an APPLICANT INSTITUTION. The requirements are:

- a.) An application letter from the President, Chancellor or Dean of the Graduate School addressed to the PAASCU Board of Directors:

*The President
PAASCU
Unit 107, The Tower at Emerald Square
J.P. Rizal cor P. Tuazon Sts.
1109 Quezon City*

*Tel Nos.: 911-2845; 913-1998; 439-0934
Fax No.: 911-0807
E-mail: info@paascu.org.ph*

- b.) Submission of the following documents:

1. The mission statement and goals of the institution
2. Copies of CHED recognition of the graduate program/s, which the school wishes to have accredited

3. Names of faculty members and a summary of their qualifications
4. Copy of the institution's admission policies for graduate schools
5. Statistical summary of the students admitted over the past three years in the program being applied for

These documents are needed by the PAASCU Commission on Graduate Education so that it can counsel the institution on further steps to take in seeking affiliation. Information should be provided on separate sheets.

3. TERMS AND CONDITIONS

- a. Applicant status is granted for a maximum period of three (3) years, except when extended by the Board of Directors.
- b. Written Annual Progress Report briefly outlining the progress of the institution in specific areas.

4. PAASCU'S ACTION AND RESPONSIBILITIES

- a. Formal acceptance as an APPLICANT INSTITUTION.
- b. Assistance through the school improvement program and consultancy services from the PAASCU's Commission on Graduate Education.
- c. Review of the Annual Progress Report submitted to the Commission on Graduate Education.