

Attallah College General Institutional Preconditions 2026

Precondition	Supporting Documentation
1. Accreditation The program(s) must be operated by (a) Institutions of higher education: A college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.	Here is a Link to WASC University page.
2. Enrollment + Completion Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate: i. completes the program; ii. withdraws from the program; iii. is dropped from the program based on established criteria; or iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization. In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.	The Unit head (Dean Miller) affirms that once a candidate is admitted to and enrolls in an approved educator preparation program, the institution ensures the candidate's opportunity to complete the approved program in accordance with all adopted Commission standards. Candidates may complete the program, withdraw voluntarily, be dismissed based on established program criteria, or transfer to another Commission-approved program with minimal disruption to completion of the authorization. In the event of program closure, the institution will implement our teach-out plan to support all enrolled candidates. The teach-out plan includes individualized transition plans, timelines for completion, and continued access to instruction, supervision, advising, and student records in accordance with institutional policy and CTC mandates.

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3. Responsibility + Authority To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information: a. Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any). b. Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery. c. Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution	The person responsible for all educator preparation programs is the Dean of Attallah College of Educational Studies (Dean Miller) in partnership with the Dean of Crean College Hill. The organizational chart illustrates the relationship between the Deans of Attallah College (home of Teacher Education, School Psychology, and School Counseling programs) and Crean College (home of the SLP program) as well as individual program directors, faculty, and staff. Additionally, the Dean of Attallah College assures that the duties regarding credential recommendations are provided solely by persons who are current employees of Chapman.
4. Lawful Practices: To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention, or promotion of employees.	Chapman's Discrimination, Harassment and Retaliation Prevention Policy is outlined here. Information on faculty hiring, promotion, and retention non discrimination policies is located in the Chapman University Faculty Handbook: Sections 4.2, 4.3, 4.4, 5.12, 8.2, 10.5. Additionally, Chapman University's nondiscrimination policies regarding admissions, retention, and graduation.

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5. Commission Assurances: To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must: (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission, (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.	The Dean of Attallah College provides the required Assurances, affirming compliance with all applicable standards of program quality, effectiveness, verification that all candidates in public school based field activities hold a valid Certification of Clearance, cooperation with Commission evaluations and monitoring, and full participation in the Commission's accreditation system, including timely submission of required documentation.
6. Requests for Data: To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.	The Dean of Attallah College assures that the person responsible for reporting and responding to all CTC requests is Dr. Michelle Hall, Assistant Dean of Accreditation and Assessment.
7.Veracity of Claims and Docs: To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.	The Dean of Attallah College affirms that all statements, documents, and information submitted to CTC are accurate, complete and truthful. This affirmation is formally documented through this signed Assurance consistent with Commission requirements.
8. Grievance Process: To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed. <i>Note: While the Commission does not dictate a specific process for candidates to grieve actions and decisions related to the admission, progress, and completion of their program, the Commission may find it necessary to comment on an institution's grievance process if it appears to unfairly disadvantage the</i>	Chapman University, Attallah College, and Crean College maintain clear and well defined grievance processes for Teacher Education applicants, School Counseling applicants, School Psychology applicants, and Speech Language Pathology applicants that are publicly accessible. Additionally, the university maintains a publicly available Graduate Student Grievance/Complaint Procedure linked in Teacher Education handbook provided to all newly admitted candidates in orientation. This policy is also provided to all School Counseling and School Psychology students via their handbooks (School Counseling Handbook & School Psychology Handbook). All SC & SP students are required to confirm they have reviewed the

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<i>candidate. Examples include requiring the candidate to grieve to the very same individuals for whom the grievance is directed.</i>	handbook. Additionally, this policy is provided to Speech Language Pathology candidates via the program handbook.
9. Active Participation: All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. <i>Reference: Education Code Section 44227.5 (a) and (b). This precondition applies only to colleges and universities. Local Education Agencies do not need to address this precondition.</i>	All Attallah College faculty and instructional personnel (Table 1) who regularly teach one or more courses in programs leading to a credential actively participate in the public-school system at least once every three academic years, appropriate to their credential area. Such participation includes activities including serving on advisory committees, supporting curriculum development, and serving on district coach/advisor. The Dean, Associate and Assistant Deans oversee compliance with this precondition. The Educator Prep Active Participation form used for faculty reporting is the annual Attallah College Active Participation Study. The Faculty Participation Reporting data is stored in the Attallah College Faculty Participation Database. Beginning in AY 2026, the full time faculty are required to include their annual PK-12 active participation data in the faculty annual reports. As a result, only part-time faculty will be reporting via the traditional Educator Prep Active Participation form. We will reflect on this change in AY 2028 to see if this is an improvement for both faculty and data collection.
10. Communication and Information: To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.	Chapman University provides accurate, current, and easily accessible public information regarding admission, coursework, fieldwork and completion requirements for all educator preparation programs Teacher Education, School Psychology, School Counseling, and Speech Language Pathology through publicly available websites. This information is maintained to ensure transparency for prospective and enrolled candidates and the general public.

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11. Student Record Management: To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that: (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion. (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies). (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.	The Dean of the College of Educational Studies on behalf of Chapman University affirms that all candidate records are maintained and retained in accordance with the institution's official records retention policy. Candidates and graduates are provided access to transcript and required documentation to verify academic units and program completion, with records securely maintained at a central institutional location on protected systems.
12. Disclosure: Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide. <i>Please note: This precondition relates to direct educational services to candidates. It is not necessary to include entities that may provide other important services but are not directly related to the program offerings such as coursework, curriculum or fieldwork. Examples of these other services that do not need to be identified under the disclosure precondition include portfolio or student data systems such as Task Stream or Live Text or other similar technology, assessment companies, and others.</i>	The Dean of the College of Educational Studies on behalf of Chapman University affirms that no outside organizations provide direct educational services to candidates as part of its educator preparation programs. Accordingly, all coursework, curriculum, field supervision, advisement, and the admissions functions are delivered directly by Chapman University.