



Council for Christian Colleges & Universities

APPLICATION FOR AFFILIATE STATUS

Greetings! On behalf of the board of directors of the Council for Christian Colleges & Universities, which acts on all applications for membership and affiliate status, I welcome your consideration to apply for non-member Affiliate status.

Full members of the Council are accredited four-year institutions focused on undergraduate education in the liberal arts tradition and must be located in North America. Each of the current members meets specific criteria including comprehensive curriculum requirements outlined in the member application and has a continuing policy of hiring to full time faculty and administrative positions only persons who profess faith in Jesus Christ.

Affiliate institutions, on the other hand, may include:

- ▶ Institutions which do not fully meet member curricula or hiring criteria
- ▶ Institutions which are not primarily four-year undergraduate colleges
- ▶ Institutions outside North America

We greatly appreciate the growing number of affiliates, now located in more than 20 countries. If you are located outside of North America, the board depends on the endorsements of recognized leaders in Christian higher education, especially those at existing member institutions whenever possible, when they review candidate's applications.

The primary focus of the Council is to serve its member institutions, but we realize the benefit to our members and to affiliates of broadening our circle to include a growing number of other postsecondary institutions which seek to honor Jesus Christ in their academic missions.

This application will inform you about the application process. Should you need any further information, please do not hesitate to contact us.

Cordially,

Paul R. Corts
President

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*Our mission is to advance the cause of Christ-centered higher education
and to help our institutions transform lives by faithfully relating scholarship and service to biblical truth.*

Benefits of Affiliate Status

- ▶ Invitations to the Council's 20 plus workshops and conferences for faculty and administrators, including the annual presidents conference.
- ▶ Copies of selected reports, presidents' briefings, results of selected salary and enrollment surveys, and other listings and publications from the Council.
- ▶ Listing on the Council's website, <http://www.cccu.org>.
- ▶ Free job postings of faculty and administrative positions at: <http://www.cccu.org/career>
- ▶ Admission of qualified students who apply to any of the Council's twelve off-campus programs on a space available basis (American Studies Program and Washington Journalism Center in Washington, D.C.; Australia Studies Centre in Sydney, Australia; Latin American Studies Program in San José, Costa Rica; Los Angeles Film Studies Center in CA; Middle East Studies Program in Cairo, Egypt; Russian Studies Program in Nizhni Novgorod; China Studies Program in Xiamen; Oxford Honours Programme and Scholar Semester at Oxford in Oxford, England; Contemporary Music Program on Martha's Vineyard, MA; and Uganda Studies Program in Kampala, Uganda).
- ▶ Multiple copies of the twice yearly published newsletter *CCCU Advance* mailed to the president's office for distribution.

Affiliate Dues

Dues are set by the board of directors. The initial year will be pro rated, depending on date of acceptance. Currently, the annual dues are for the fiscal year ending June 30, 2008:

- a. Institutions within the United States: \$2,700 per fiscal year (July 1 – June 30).
- b. Canadian Institutions: \$1,800 Canadian per fiscal year (July 1 – June 30).
- c. Institutions outside of North America: U.S. \$450 per fiscal year (July 1 – June 30)

Note: Under current board policies affiliate dues for U.S. and Canadian institutions will increase \$100 each fiscal year. Campuses which withdraw within any fiscal year are expected to pay the pro-rata amount for the year prior to withdrawal.

Application Procedure for Affiliate Status

1. Complete this application form and mail it to the president of the Council with the requested documents.
2. Once a formal application is received, Council staff will prepare a report for the board of directors, which must approve all members and affiliates. (Note: this process can take at least six months)
3. The Council's Board Development and Membership Committee, which makes a recommendation to the Board of Directors during a regular board meeting, which makes the final decision for affiliation and the Council president will notify the applicant institution of the board's decision.
4. The new affiliate will be invoiced for current dues on a pro rated basis from the time of acceptance to the end of our fiscal year, June 30.
5. Once an institution is accepted and its dues are received, it will be officially listed as an affiliated college or university and sent the materials promised as well as other materials and notices throughout the year.

Criteria for Affiliate Status

To apply for affiliate status, your institution's chief executive officer must return this application (please retain a copy for your files) after checking each item below:

- 1. We are a not-for-profit or for profit institution (not a unit within an institution) of higher learning or postsecondary education which has a public, board approved, Christ centered mission or policy statement reflecting our commitment to integrate biblical faith with our educational programs.
- 2. Our institution meets one of these criteria (circle A or B)
 - a. Incorporated in the United States for at least five years, have regional accreditation to offer educational degrees at the postsecondary level, and enroll at least 250 FTE students, unless a special exception is made by the full CCCU board of directors to the FTE minimum.
 - b. Legally registered in a country outside the USA and in good standing to offer programs similar to those in American higher education, have been in existence for at least three years, and enroll at least 250 students at the postsecondary level unless a special exception is made by the CCCU board of directors on minimum enrollment.
- 3. We support the mission and programs of the Council, and understand that its primary focus is on the member institutions.
- 4. We understand that we are not to portray our institution as a "member" of the Council but, when speaking or writing on the matter, to refer to ourselves as an "affiliated institution" or "International affiliate" of the Council for Christian Colleges & Universities, as appropriate.
- 5. We are enclosing the following materials:
 - Copy of our board approved mission statement
 - Other information demonstrating our commitment to the integration of biblical faith and learning
 - Copy of our latest annual financial report or audit
 - Copy of current catalog and our primary, general information brochure
 - Statement showing degrees we offer and the number of students we serve in each (associate, bachelor's, master's, doctoral degrees or other)
 - List of our senior administrators (name, title, office address, phone, fax, and e-mail)
- 6. We have arranged for letters of endorsement to be sent to the president of the Council as follows:
 - a. For institutions in North America: Please identify two presidents of Council member colleges or universities and the member institution campuses:

 - b. For other institutions: two national Church leaders and/or presidents of well-known Christian colleges who are familiar with your institution (letters from other CCCU institutions are very important and we urge that you attempt to arrange for them).

Reaffirmation and/or Termination

- ▶ Each June, presidents of all affiliates are asked to reaffirm their compliance with affiliate criteria at the time invoices are paid for the following year's dues.
- ▶ The board reserves the right, as it does with members, to follow up on reasonable expressions of concern from others institutions and, if it deems necessary, to terminate affiliate status.

Institutional Information (please print or type)

Institution: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Main Phone: _____ Main Fax: _____

E-Mail Address: _____ Web Address: _____

Year of founding: _____

Total headcount of students in last academic semester: _____

If applicable: From which regional U.S. accrediting body does your institution have accreditation?

Denominational affiliation, if any: _____

President/Chief Executive Officer: _____

Phone: _____ Fax: _____

E-Mail: _____ Date Presidency began: _____

President's assistant: _____

Phone: _____ Fax: _____

E-Mail: _____

Signed: _____ **Date:** _____

(Institution's president)

February 2009