

II. GUIDELINES FOR THE PROGRAM PRESENTATION

II.6 Format of the Program Presentation

II.6.1 Required Information

The following basic information is required in all Program Presentations:

- Declaration form signed by the CAO of the institution and the CAO of the master's program in library and information studies.
- The full name of the unit organized and maintained by the institution for the purpose of graduate education in library and information studies. This unit is referred to in the *Standards* as the “school of library and information studies.” (*Standards*, p. 2)
- The name and current title of the Dean of the school, and, if applicable, the chair of the LIS program.
- The full name of the institution, with names and titles of the chief executive officer (CEO) and the chief academic officer (CAO), including the institutional administrator to whom the Dean of the school reports.
- The name of the regional accrediting agency that accredits the institution.
- The names and a brief description of the program(s) being presented for accreditation by the COA.
- A concise explanation and supporting evidence of conformity to each of the standards.