



Accreditation Procedures for Current FEF Schools

A visitation list will be published to the schools each year after the Annual Board Meeting. Each school will have an Accreditation Visit based on their last accreditation points (see attached Accreditation Timetable). Informal visits may occur by Board Members and/or the Executive Director from time to time. The Accreditation Visit will involve FEF Directors, representatives from the school and possibly from the local AFS Chapter.

From FEF: FEF Executive Director, Board Key Contact for the school, FEF Board Members, and one Executive Committee Member or Board Member from outside the area.

From the School: FEF Key Professor, Department Chairman, Dean, FEF scholarship students, and as desired, other professors involved in Metal Casting, and school administrators.

At least one month prior to the Accreditation Visit the school will:

- Provide a list of who will be attending the meeting
 - Set the time and place to meet
 - Provide a map to the school and available hotels near the school
 - Email to FEF Headquarters a Self Study Document, we will then forward it by email to the appropriate Board Members. The Self Study Document should include the following and be limited to 15 pages or less:
- Overall description of the school, including: its main educational thrust, cooperation efforts with industry, and its reasons for being an FEF school
- The curriculum for the FEF registered students, along with descriptions of metal casting courses, lectures, and labs
- Electives that are available to FEF students outside of their required courses
- Student chapter activities
- Geographical areas the FEF students come from
- Geographical areas and employment opportunities the FEF students find after graduation
- Current staff available for Metal Casting education, and plans for assuring Metal Casting staff continuity
- List of Industrial Advisory Committee (Departmental & Metallurgical) & number of meetings per year.
- Highlights of changes and/or progress since the last accreditation meeting

The FEF Accreditation Committee will use the Accreditation Evaluation Document (each Key Professor will receive a copy), along with the Self Study Document (provided by the Key Professor), in determining the status of the school.