



Pre-Application Report Guide

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The pre-application is the first step in the process of obtaining ACS Approval. The application is housed in the Chemistry Program Approval and Review System (CPARS), which is the online reporting system. Institutions will be able to access all forms and reviews via this system.

A series of tutorials and a quick start guide are available on the [ACS Approval Program](#) website under the CPARS Training tab.

Getting Access to CPARS

Logging into the system

URL: <https://institution.acs.org/institution>

Login credentials: ACS ID and password

An ACS ID and password can be obtained at no cost [here](#).

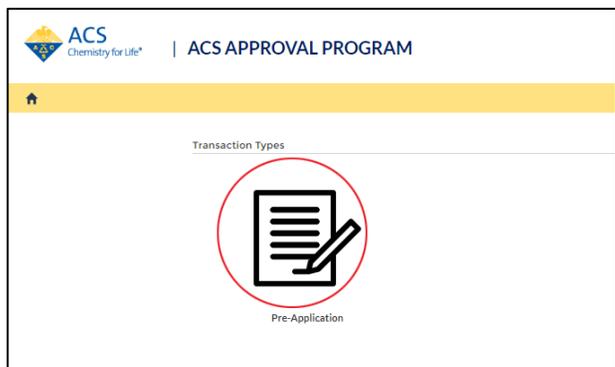
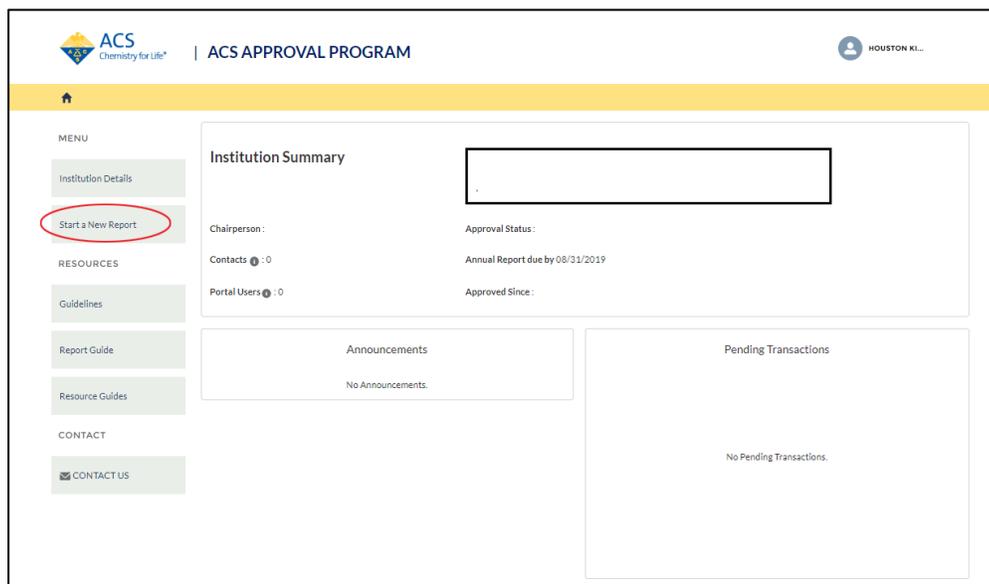
Requesting Access

1. Login with your ACS ID and password.
2. Complete the portal request form.
 - a. Be careful choosing your institution as many schools have similar names.
3. Submit the portal request form.
4. ACS will approve your request within 1 business day.

Starting your Report

Once you log into the system, you will be on the landing page for the institution portal (see below)

To start a new report, click on the menu item on the left-hand side of the page. If you have already started a report, but have not submitted it, then the report will be available under "Pending Transactions."



To open the report, click on the pre-application icon.

Navigating the Form

The first page of the form is shown below. To navigate the form, you have several options:

- Use the breadcrumbs at the top of the form to move between pages. As you navigate, your data will be saved. Hovering over each of the breadcrumbs will trigger a pop-up that indicates the section of the form.
- You can also move between pages using the “Save and Next” button at the bottom of the page.
- If you’d like to save the data on the page without exiting or moving to the next page, click “Save.”
- Click on the house icon at any time to return to the landing page. Note, you must save data before doing this (use the save and exit feature).

Completing the Form

Institution and Department Chairperson

- Check the institution information to ensure that it is correct (in the example below the institution information is missing). This information is streamed directly from the Directory of Higher Education, so you will not be able to make changes. Please contact us at cpt@acs.org to request changes.
- Choose the appropriate response to the chairperson prompt. If you are not the current department chairperson, then please enter the name and email address of the current chairperson.

The screenshot displays the 'PRE-APPLICATION' form. At the top left, a home icon is circled in red. Below it, a breadcrumb trail shows the current step 'Pre-Application Form' circled in red. The form is divided into two main sections: 'Institution' and 'Chairperson or Head of Department'. The 'Institution' section includes fields for Institution Name (filled with 'Bluefield College'), Department Name, Street Address 1, Street Address 2, City, State (a dropdown menu), Zip Code, Department Phone, Department Phone Extension, and Department Website. The 'Chairperson or Head of Department' section includes a dropdown for 'Are you the chairperson?' (set to 'No, I am not the Chairperson'), a note for non-chairpersons, a dropdown for 'Salutation', a 'Title' field (filled with 'Chairperson'), and text input fields for 'Chairperson's first name', 'Chairperson's last name', and 'Chairperson's email address'. At the bottom right, three buttons are circled in red: 'Save', 'Save and Exit', and 'Save and Next'.

Accreditation & Programs

PRE-APPLICATION

Accreditation & Programs

Accreditation

*Is your institution accredited by a regional accrediting association?

Yes
 No

*Name of accrediting association

Academic Details and Programs offered

*Academic Calendar

Select an Option

*Chemistry Degrees offered

Available

Bachelor's
Master's
Ph.D

Selected

Number of Bachelor's Degrees Conferred by the Chemistry Program in the Last 6 Years

*2020-21	*2019-20	*2018-19
_____	_____	_____
*2017-18	*2016-17	*2015-16
_____	_____	_____

- The number of bachelor's degrees conferred by the chemistry program should include all bachelor's degrees in the chemical sciences and should not be limited only to degrees in chemistry.
- There is a requirement that you average at least 2 graduates per year over a six-year period.
- There is a requirement that programs be accredited by a regional accrediting association.

Faculty

There are three broad categories of faculty members:

- **Permanent Full Time:** Faculty members that have a reasonable expectation of continued full-time employment. This may include tenured and tenure track faculty as well as instructional faculty with continuing contracts. Include only faculty members that are wholly dedicated to the chemistry

Faculty

Permanent - Full time

Tenure track faculty.
Non-tenure track faculty hired with recurring contracts (lecturers, instructors, lab coordinators). Typically have full time teaching assignment each semester or quarter.
The examples above are not inclusive. If you have questions about categorizing faculty, please email us at cpt@acs.org

▼

* Faculty Type

Select an Option

Full Professor
Associate Professor
Assistant Professor
Lecturer
Instructor

Total Number of Selected Faculty Type with Ph.D

Add

Total | 0

program. Please do not include adjuncts, visiting faculty, faculty with roles in multiple departments. Do include faculty with dual teaching and research OR teaching and administrative duties as long as those duties are within the chemistry department or program.

- **To complete the form:** Choose the type of faculty member from the drop-down menu. There is an additional choice if you scroll down to the bottom of the list. Enter the number of faculty with that title and the number that have a terminal degree (typically Ph.D.). The values will automatically update.
 - Do this for each type of full-time faculty members in your department.
 - If you have no faculty members in one of the "Type" categories, you do not need to indicate that.
- **Permanent Part-Time:** Defined as faculty members that work full time at the institution but are not wholly dedicated to the chemistry program; these folks may have split appointments. This category will include
 - Part-time, tenured faculty members: Full or associate professors who have appointments split between two or more departments.
 - Part-time pre-tenure: Assistant professors split between departments
 - Part-time instructional: Instructional faculty that teach in multiple departments (including chemistry)

Permanent - Part Time
Shared with another department or unit on campus. Not adjuncts.
Two faculty members that share a single position.
Research or admin faculty that may teach courses part time.
The examples above are not inclusive. If you have questions about categorizing faculty, please email us at cpt@acs.org

Faculty Type

Select an Option

Tenured

Pre-Tenure

Instructional

Other

Total Number of Selected Faculty Type with Ph.D

Add

- **Temporary Faculty:** Faculty that have a limited contract without an expectation to return. Examples include:
 - Temporary, full-time faculty: Visiting professors, sabbatical or parental leave replacements
 - Temporary, part-time faculty: Adjuncts

Temporary
Typically adjuncts. Visiting professors would be listed under "full time" all others under "part time".
The examples above are not inclusive. If you have questions about categorizing faculty, please email us at cpt@acs.org

Faculty Type

Select an Option

Full Time

Part Time

Total Number of Selected Faculty Type

Add

Instruments & Journals

Instruments

The ACS Guidelines require

- A working NMR spectrometer used for teaching
- Instruments in at least 4 of the 5 other areas

In this section, simply indicate whether you have at least one instrument in each of the categories.

List of Instruments	
Do you have a minimum of one instrument in that category that is both operational and used by undergraduate students?	
* NMR Spectrometer <input type="radio"/> Yes <input type="radio"/> No	* Optical Molecular Spectroscopy (e.g. FT-IR, fluorescence, Raman, UV-VIS) <input type="radio"/> Yes <input type="radio"/> No
* Mass Spectrometer (e.g. MS, GC-MS, LC-MS) <input type="radio"/> Yes <input type="radio"/> No	* Chromatography & Separations (e.g. GC, GPC, HPLC, ion chromatography, capillar electrophoresis, SEC) <input type="radio"/> Yes <input type="radio"/> No
* Electrochemistry (e.g. potentiometry, amperometry, coulometry, voltammetry) <input type="radio"/> Yes <input type="radio"/> No	* Optical Atomic spectroscopy (e.g., atomic absorption, ICP-atomic emissions) <input type="radio"/> Yes <input type="radio"/> No

Journals

Journal List	
Please select all journals available to students (in print or online)	
General Content Journals	
Available	Selected
Accounts of Chemical Research	
ACS Central Science	
Angew. Chem. Int. Ed.	
Chem. Commun.	
Topical Titles	
Available	Selected
ACS Chem. Biol.	
ACS Chem. Neurosci.	
ACS Med. Chem. Lett.	
ACS Nano	

The ACS Guidelines require that you have access to at least 14 journals from the list provided. Four of these need to be general content journals.

Choose the journal name in the “available” column, click to highlight, and then use the right arrow to transfer it to the “selected” column.

Course Details

On the course detail page, you should enter ALL courses taught by chemistry faculty members. The easiest way to do this is to use your course catalogue and enter each course. You may leave out graduate level courses. All the courses that you enter in this form will then pre-populate subsequent forms.

Classifying Courses

Courses are organized into the following categories:

- Introductory Courses
- **Foundation Courses**
- **In-Depth & Research Courses**
- Physics Courses
- Math Courses
- Other Courses

Introductory Courses

These are the first chemistry courses taken by chemistry majors, e.g., General Chemistry I, II. Do not include service courses in this category (these courses should be in the “other” category).

Foundation Courses

These are the student's **first** exposure to the following subdivisions in chemistry (ABIOP) beyond general chemistry:

- Analytical
- Biochemistry
- Inorganic
- Organic
- Physical

These courses utilize specialized textbooks (i.e., a course cannot be considered a foundation course if it uses a General Chemistry textbook) and are not necessarily lower-level courses. For example, the student's first exposure to inorganic chemistry (beyond general chemistry) is typically in an upper-level course.

In-Depth & Research Courses

In-depth courses are a deeper dive into chemistry and, as such, must have a foundation course pre-requisite. Some higher-level in-depth courses require another in-depth course as a pre-requisite. For example, the second semester of organic is considered an in-depth course because it requires organic I (a foundation course) as a pre-requisite.

Typical in-depth courses:

- Organic II
- Physical Chemistry II (the second course, regardless of whether thermodynamics or quantum mechanics is taught first)
- Instrumental Analysis
- Biochemistry II
- Advanced Organic Synthesis
- Advanced Spectroscopy

Courses that are typically **not** categorized as in-depth:

- Seminar courses
- Capstone courses
- Standalone lab courses, especially if it is the student's first exposure to the content area.
- Any coupled lab course (e.g., the lab part of organic II)

Courses that **may** be categorized as in-depth

- Special topics courses may meet the in-depth requirements if they have the foundation course pre-requisite and are taught at a level commensurate with an upper-level in-depth course.

Math & Physics Courses

Any required cognate courses in math and physics.

Other Courses

This category includes any other courses taught by your faculty that are not required or electives for the chemistry major.

Completing the form

PRE-APPLICATION

Course Details

Please enter ALL courses taught by faculty members during the last academic year. Please enter laboratories as separate courses, even if the lab is coupled to the lecture course. For example, for a 4 credit course that includes both lecture and lab, enter the lecture portion as CHEM123 for 3 credits (lecture), then CHEM123L for 1 credit (lab).

▼

* Course Category

Introductory Course

Introductory Course

Foundation Course

In-Depth Course and Research

Physics Course

Mathematics Course

* Course Number ⓘ

* Credit Hours ⓘ

Is this a laboratory course?

Add

Previous Save Save and Exit Save and Next

1. Choose the course category (you'll have to scroll down to see the "Other" category)
2. Provide the course number (e.g., CHEM 100), the course title (e.g., General Chemistry I), and the number of credit hours.
3. If the course is designed to be taught online only, check the "Is this course taught online" box.
4. If the course is a laboratory course, check the "Is this a laboratory course" box.

Do this for each course (this section is called a "repeater"). Using the ADD function to add another repeater. Use this icon  to copy the repeater (sometimes this makes it easier to add similar courses). Use the X icon to delete courses.

Entering Lab Courses

For courses where the lab and lecture parts of the classes are coupled, please split them into a lecture and a lab component. For example, if your organic chemistry course (CHEM231) is a 4-credit course, with 3 hours of lecture and 1 hour of lab each week enter it this way:

CHEM231 Organic Chemistry I 3 credits (do not check the lab course box)
CHEM231L **Organic Chemistry I Lab** **1 credit** (check the lab course box)

You'll see why this is necessary when you get to the next section on Contact Hours.

Teaching Contact Hours

For each faculty member enter:

- First Name, Last Name
- Faculty Rank (be sure to scroll down to see all options)
 - Professor
 - Associate Professor
 - Assistant Professor
 - Instructional Faculty
 - Lab Coordinator
 - Other (this choice opens another text field to provide a description, this is usually used for adjuncts)

- Position Type
 - Permanent full-time
 - Permanent part-time
 - Temporary full-time
 - Temporary part-time
- Tick the box if the faculty member has a Ph.D. or other terminal degree (e.g., Ed.D.)
- Choose faculty member specialization

For the contact hours, all the courses that you entered are available under the “Course Number” drop down. Enter each course taught by the faculty member during the **current (May submissions) or previous (October submissions) academic year.**

For each semester or quarter:

- Choose the course taught (differentiate between lab and lecture sections of the same course)
- Enter the class time in minutes
- Enter the number of times the course was taught each week.
- The contact hours will automatically be calculated

Sabbaticals or Course Releases

If one of the faculty members did not teach during either fall or spring semester (or during one quarter) leave that section blank. If the form requires data for that field, go back to the course page and enter an “Other” course called “Not Teaching” CHEM000 (it meets for 1 minute, 1 time per week). We will make appropriate adjustments in the form after it is submitted (a fix is in the works for this and may be available by the end of 2021).

Enter information and contact hours for all faculty in the department, including adjuncts and temporary faculty, but excluding teaching assistants or graduate students.

Submitting the Form

The final page of the form shows you a summary of the information that was entered into the form.

1. Scroll to the bottom of that page.
2. You can print a pdf of the summary page by clicking on “Print to PDF.”
3. To submit, check the box on the lower left-hand side of the page to indicate that the information that you entered was true, complete, and accurate.

I confirm that the information given in this form is true, complete and accurate.

Previous

Print To PDF

Save and Exit

Submit

4. Click on the submit button (note, this button can only be accessed after you’ve checked the box as noted above).

I confirm that the information given in this form is true, complete and accurate.

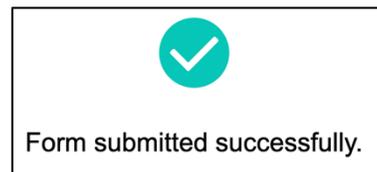
Previous

Print To PDF

Save and Exit

Submit

5. Once you click submit, one of two things will happen
- The report will be submitted, you'll see evidence of a successful submission.



- The report will “bounce” to a page that contains form errors (e.g., missing fields). The system will only find the first error, which will need to be fixed. Once you update the form, navigate back to the final, summary page and submit again (you'll have to check the confirmation box again). Repeat until all errors have been addressed and the form submits successfully.

Validations needs to be satisfied before submitting the form

Accreditation & Programs

Accreditation

* Is your institution accredited by a regional accrediting association?

Yes
 No

* Name of accrediting association

SACS

Academic Details and Programs offered

* Academic Calendar

Semester

* Chemistry Degrees offered

Available: Master's, Ph.D. | Selected: Bachelor's

Number of Bachelor's Degrees Conferred by the Chemistry Program in the Last 6 Years

* 2020-21 3	* 2019-20 4	* 2018-19 2
* 2017-18 1	* 2016-17 2	* 2015-16 <input type="text"/>

The field is required

Buttons: Previous, Save, Save and Exit, Save and Next

Upon return to the landing page in the institution portal, the form should no longer be present under “Pending Transactions.” If the form is still available under “Pending Transactions,” then either it (a) didn't submit correctly or (b) the system hasn't caught up with the submission (you can check on this by refreshing your screen).

Accessing the Completed Report

To access your completed report, navigate to the institution portal landing page and click on “Institution Details.” Then click on the “Submission History” tab. Find the report. You can print a pdf of the report from here.

Please feel free to contact us at cpt@acs.org with any issues in submitting your form.