



## **Applying for IACBE Membership** **(Institutions with US-based Regional Accreditation)**

There are four items necessary to apply for institutional membership in the IACBE.

1. Complete the attached application form and mail it to the IACBE headquarters.
2. Enclose a copy of the most recent catalog for undergraduate and graduate programs offered by the institution. If the catalog is online, this should be stated and the Internet address (URL) should be provided and an electronic version.
3. Provide a copy of the most recent reaffirmation of accreditation status letter from your regional accrediting body.
4. Enclose a check for your annual membership dues. Dues are prorated depending on the month in which you apply for membership (see below). If you want to be invoiced for the dues, note this when sending the above information to the IACBE.

<b>Time Period</b>	<b>Prorated Dues-2010</b>
Annual Dues 2010	\$2,150
January 1 – February 28	\$1,900
March 1 – April 30	\$1,600
May 1 – June 30	\$1,250
July 1 – August 30	\$900
September 1 – October 31	\$500
November 1 – December 31	Dues Waived

Once these materials have been received and reviewed by the IACBE headquarters, you will be notified of acceptance as an institutional member of the IACBE.

On becoming a member of the IACBE, you will receive a packet of material that includes:

1. The IACBE *Accreditation Process Manual*;
2. The IACBE *Accreditation Manual*;
3. An example of a completed self-study, Volume I;
4. Accreditation site visit instructions;
5. An IACBE monograph titled *Outcomes Assessment in Higher Education*;

6. The IACBE By-Laws; and
7. The IACBE Regional Assemblies Handbook.

If an institution is in good standing with its US-based regional accrediting body and becomes an institutional member of the IACBE, it is eligible to apply for candidacy status following the guidelines listed below. It is essential that these guidelines be followed when applying for candidacy status. Once granted candidacy status, the program must determine, in consultation with the IACBE headquarters, the timetable for first-time accreditation.

The candidacy process used by an institutional member with U.S.-based regional accreditation includes submitting the following information to the IACBE for review:

1. A copy of the most recent regional reaffirmation of accreditation letter or, for institutions that recently received accreditation, a copy of the regional accreditation letter
2. A copy of the most recent catalog for undergraduate and graduate programs. If the catalog is on-line, provide the Internet address (URL) and an electronic version<sup>1</sup>.
3. A program overview of the academic business unit which includes:
  - a. The mission statement of the academic business unit.
  - b. The specific page number in the institution's catalog which:
    - 1) Describes each business program
    - 2) Identifies the academic credentials of each full-time faculty who teaches in the business program, including the highest earned degree and major field of study
    - 3) Identifies the business core required by each business major and/or concentration
    - 4) Identifies the general education requirements for each business major and/or concentration
    - 5) Identifies the required courses beyond the business core for each business major and/or concentration
  - c. The number of undergraduate and graduate students majoring in business or business-related programs for each of the past three years
  - d. The number of degrees conferred, for each of the past three years, in business or business-related programs, listed by degree, major, and concentration.
4. A completed outcomes assessment plan for the academic business unit<sup>2</sup>.
5. The most current assessment results from the direct and indirect measures of student learning.
6. A description of the linkages between the academic business unit and business and industry (e.g., business advisory board, internships, etc.).
7. Organizational charts for the academic business unit and the institution.
8. A letter from the president and/or chief academic officer affirming the institution's commitment to attaining and maintaining excellence in business education and supporting the IACBE's accreditation process.

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<sup>1</sup> A non-editable version such as a PDF file

<sup>2</sup> If a completed outcomes assessment plan is not available, an outline of a proposed plan may be submitted.

If needed, mentoring is available through the IACBE to assist the academic business unit in compiling the information required for the candidacy process.

The information outlined above should be sent to the IACBE headquarters for review. After review, a representative of the IACBE will visit with the head of the academic business unit or the primary representative to discuss the information submitted for candidacy status. When the candidacy requirements have been met, the academic business unit will be granted candidacy status by the Board of Commissioners. The academic business unit will remain as an institutional member until it is granted candidacy status. Mentoring is available throughout the candidacy process.

After candidacy status is obtained, the academic business unit will, in consultation with the IACBE, choose an accreditation approach and a timeframe for attaining first-time accreditation.

Candidacy status in the IACBE normally will not exceed five years. Under extenuating circumstances, a single one-year extension may be approved by the Board of Commissioners. Under no circumstance is there any guarantee that candidates for accreditation will be accredited. Such determination is made by the IACBE Board of Commissioners after a self-study or self-evaluation is prepared and a site visit is conducted.

The IACBE looks forward to working with you on building and sustaining excellence in business education.

**Application for IACBE Membership**  
**(Institutions with US-based Regional Accreditation)**

President/CEO's Name: \_\_\_\_\_  
 Institution's Name: \_\_\_\_\_  
 Institution's Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 FAX: \_\_\_\_\_ Web Site: \_\_\_\_\_

1. Does your institution currently have U.S.-based regional accreditation? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please attach a copy of the regional accrediting body's letter certifying your regional accreditation status.
2. In what year will you have your next regional accreditation site visit? \_\_\_\_\_
3. What is the organizational name of your academic business unit (e.g., department, division, school of business administration)? \_\_\_\_\_
4. Please provide the following information concerning the head of the academic business unit.  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Highest earned degree: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_
5. List all of the undergraduate and graduate degrees offered by your academic business unit (e.g., A.S., B.B.A., B.S. in Accounting, M.B.A., etc.) and the number of each degree conferred in the last academic year. (If additional space is needed, attach a sheet with continuation of listing.)

Degrees Offered	Number Conferred

6. Please enclose a copy of your current catalog(s) and your membership dues check with this application.

Submitted herewith is our application for membership in the IACBE and our commitment to excellence in business education.

Signature of Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 CEO's printed name: \_\_\_\_\_ Title: \_\_\_\_\_

If mailing materials, send to:

Director of Member Services  
 IACBE  
 P.O. Box 3960  
 Olathe, KS 66063  
 USA

If shipping materials via courier, ship to:

Director of Member Services  
 IACBE  
 11257 Strang Line Rd  
 Lenexa, KS 66215  
 USA