



Application for
First-Time Accreditation

Institution _____

Date _____



Application for First-Time Accreditation

President/CEO's Name: _____
Institution's Name: _____
Institution's Physical Address: _____
Institution's Mailing Address
(if different than physical address): _____
City and State or Country: _____ ZIP/Postal Code: _____
Telephone (with country code
if outside of the United
States): _____ Email: _____
Fax (with country code if
outside of the United States): _____ Website: _____
Type of Institution: _____ Public _____ Private Nonprofit _____ Private For-Profit
Date of Submission of Application: _____

1. Is your academic business unit currently a Candidate for Accreditation by the IACBE?

_____ Yes _____ No

- If yes, proceed to item 2 below.
- If no, the academic business unit must first become a Candidate for Accreditation by the IACBE.

2. Does each business program to be included in the accreditation review have at least one set of graduates?

_____ Yes _____ No

- If yes, proceed with items 3-12 below.
- If no, the programs that do not have at least one set of graduates are not eligible for accreditation at this time. If some of the programs have at least one set of graduates, proceed with items 3-12 below.

3. What is your estimated timetable for completing your self-study?

_____ Month _____ Year

4. If applicable, what is the organizational name of your academic business unit (e.g., department, division, school, college, institute, academy, faculty of business, etc.)? _____

5. Provide the following information pertaining to the chief academic officer of your institution:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

6. Provide the following information pertaining to the head of your academic business unit:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

7. Provide the following information pertaining to your primary representative to the IACBE, i.e., the person who will be your primary contact for the IACBE and who will vote on behalf of the academic business unit on IACBE matters (if not the same as the head of the academic business unit):

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

8. Provide the following information pertaining to your alternate representative to the IACBE:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

9. Enclose a check with your application package or contact the IACBE office at 1-913-631-3009 or by email at iacbe@iacbe.org for additional payment information and options.

10. Enclose all required information/materials as outlined in the Application Supplement with your application package.

11. Submitted herewith is our application for first-time accreditation, affirming our commitment to abide by the IACBE's accreditation policies and procedures and to attaining and maintaining excellence in business education.

Signature of Chief

Executive Officer: _____

Title: _____

CEO's printed name: _____

Date: _____

12. Send the application and all supporting materials to iacbe@iacbe.org (preferred); or send via regular mail to:

IACBE World Headquarters
11374 Strang Line Road
Lenexa, Kansas 66215
USA

Application Supplement

Please enclose the following information/materials with your application package:

1. Evidence that your parent institution has institutional accreditation from an appropriate nationally-recognized institutional accrediting organization. Institutions located outside of the United States must provide evidence of equivalent recognized institutional accreditation from an appropriate organization in the relevant country or region, or approvals or authorizations to award degrees from an appropriate governing, legal, or similar body. This evidence should take the form of a copy of the most recent letter from an appropriate nationally-recognized accrediting organization affirming or reaffirming institutional accreditation. For institutions located outside of the United States, this evidence would be the most recent equivalent letter, certificate, charter, or license from an appropriate accrediting, governing, legal, or similar body in the relevant country or region granting institutional accreditation, recognition, approval, or authorization to award degrees. In cases where this documentation is written in a language other than English, the academic business unit must submit a copy of the original non-English version of the letter, certificate, charter, or license, and a certified English translation of the original documentation.

2. The total headcount enrollment of the institution as a whole: _____

Note: For institutions for which the academic business unit¹ is the institution (i.e., institutions that consist of no academic units other than the academic business unit), provide the total headcount enrollment for the academic business unit.

3. For each business program to be included in the accreditation review (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), the number of degrees conferred in the program for each of the past three years (add rows in the table as needed):

Program	Number of Degrees Conferred		
	Last Year	2 Years Ago	3 Years Ago
Totals			

Note: The programs to be included in the accreditation review should be the ones so identified in your candidacy letter from the IACBE Board of Commissioners. If this is not the case (i.e, if the programs listed in the table above do not correspond to those identified in your candidacy letter), please provide an explanation.

¹ An 'academic business unit' is the principal organizational unit responsible for the administration of the business programs of the institution, whether that unit is a department, division, school, college, institute, academy, faculty of business or other organizational structure.

A 'business program' is a program of study consisting of an organized set of business and business-related courses, modules, subjects, etc. that satisfies all of the following criteria:

- The program leads to the awarding of a degree, diploma, or other equivalent credential at the associate, bachelor's, master's, or doctoral level;
- The courses, modules, subjects, etc. in the traditional fields of business education² comprising the program constitute 20 percent or more of the total requirements for an undergraduate degree, diploma, or other equivalent credential; or 50 percent or more of the total requirements for a graduate degree, diploma, or other equivalent credential;
- The program appears on a student's official transcript, diploma supplement, or other official record of program completion.

Furthermore, all majors, concentrations, specializations, emphases, focus areas, options, tracks, fields, and streams contained within a program will also be included in the accreditation review if and only if they satisfy the following criteria:

- Fifty percent or more of the requirements for any major, concentration, specialization, focus area, emphasis, option, track, field, or stream are in the traditional areas of business education;
- The majors, concentrations, specializations, emphases, focus areas, options, tracks, fields, and streams appear on a student's official transcript, diploma supplement, or other official record of program completion.

Consequently, all programs of study (including majors, concentrations, specializations, emphases, focus areas, options, tracks, fields, and streams contained within the programs) that satisfy the criteria listed above must be included in this listing.

In this listing, please do not use any colloquialisms to identify the business programs; use instead the official institutional degree designations or program names, i.e., the degree or program names that appear on students' official transcripts, diploma supplements, or other official records of program completion. For example, use 'Master of Business Administration' or 'Master of Science in Management' instead of 'master's degree in business' or 'master's degree in management.' Similarly, use 'Bachelor of Business Administration' or 'Bachelor of Science in Business Administration' instead of 'bachelor's degree in business.' The same applies to all majors, concentrations, specializations, emphases, focus areas, options, tracks, fields, and streams contained within the programs.

4. For each of the programs to be included in the accreditation review (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), a copy of an official student transcript, diploma supplement, or other official record of program completion that contains the official institutional degree designation or program name.

Note: Student names and other confidential information on these documents may be redacted.

5. For each business program to be included in the accreditation review (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), a

² The following typical disciplinary areas are considered to be the 'traditional fields of business education': accounting, business administration, business ethics, business law, business-related quantitative methods, economics (principles of microeconomics and macroeconomics), finance, human resources, information management, international business, management, and marketing.

listing of the locations at which the program is offered (if the program is delivered in partnership with other institutions, please identify those institutions as well; add rows in the table as needed):

Business Program	Location(s)	Partner Institution(s)