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December 15, 2023

Staci Sulhoff, PhD, MBA  
Department Chair  
Department of Business Administration  
Toccoa Falls College  
107 Kincaid Drive  
Toccoa Falls, GA 30598

Dear Dr. Sulhoff,

At its December 2023 meeting, the IACBE Board of Commissioners considered the Candidate for Accreditation application of the Department of Business Administration at Toccoa Falls College. I am pleased to report that the Board of Commissioners approved your application and granted the status of Candidate for Accreditation effective December 7, 2023 through December 31, 2028.

Please note that candidacy status may not exceed five years. However, under extenuating circumstances and upon written petition, an extension may be approved by the Board of Commissioners. Under no circumstance is there any guarantee that the business programs in Candidacy status will be accredited. This determination is made by the IACBE Board of Commissioners after completion of all required steps toward First-Time accreditation of your business programs.

Following is the recommended timeline to remain on track for the next steps toward accreditation of your business programs and consideration at the December 2024 Board of Commissioners meeting. Please note that this timeline may be adjusted based on the business unit's progress and/or other factors impacting completion of steps along the accreditation process.

Required Attendance at an Accreditation Institute: has been satisfied *if the institution proceeds through this timeline*; otherwise, attendance at a more recent session will be required.

Self-Study year: 2023-24

Site Visit concluded no later than: September 15, 2024

Draft Self-Study due: 120 days prior to start date of the site visit

Final Self-Study due: 60 days prior to start date of the site visit

Review by the board of Commissioners: December 2024 meeting

The Board of Commissioners identified the following areas that need to be addressed by the institution and evidenced in the Self-Study submission:

- It is not clear within the rubric for the internship what ISLO being evaluated by which individual rubric criteria: there is no direct correlation between the rubric component(s) and each individual ISLO being assessed. The internship rubric assesses all ISLOs with a single item, preventing the assessment of each ISLO individually. The business unit needs to separate out the assessment of each ISLO within the internship rubric and either perform and provide the kind of mapping that they provided for the capstone project or simply state which ISLO explicitly on the rubric itself.

A Candidate for Accreditation is not allowed to claim or imply accreditation by the IACBE. If a Candidate for Accreditation is found to claim or imply accreditation, the matter will be referred to the Board of Commissioners for action. The following language must be used on the Department of Business Administration homepage, where "[status page](#)" is a hyperlink to your IACBE status page at <https://iacbe.org/memberpdf/ToccoaFallsCollege.pdf>

*"Department of Business Administration of Toccoa Falls College has been awarded the status of Candidate for Accreditation by the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member. For a listing of the degrees eligible for accreditation, please view our IACBE member [status page](#).*

Following is the approved language for other official written publications when referencing your IACBE accreditation status:

*Department of Business Administration at Toccoa Falls College has been awarded the status of Candidate for Accreditation by the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. In granting candidacy status, the IACBE has determined that the institution may seek IACBE specialized accreditation of its eligible business programs. The IACBE grants accreditation for business and accounting programs only. Locations and delivery modes for program offerings are at the sole discretion of the Member.*

All necessary materials and instructions for the preparation of your self-study are available on the IACBE website. Please contact the IACBE headquarters office to determine a timeframe for the submission of your self-study and for your site visit.

Congratulations on taking this next step toward specialized accreditation. If you have any questions or if we can be of assistance, please feel free to contact your liaison, Cecilia Livengood, at [clivengood@iacbe.org](mailto:clivengood@iacbe.org) or 913-631-3009. We look forward to working with you.

Sincerely,



Sharon Beaudry, Chair  
Board of Commissioners

C: Robert M. Myers, D.B.A, President  
Kieran Clements, Vice President of Academic Affairs