IACBE

International Accreditation Council for Business Education

Application for
New Program Accreditation

Institution

Date

Application for New Program 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. Does each new business program for which you are seeking accreditation have at least one set of graduates?
   _____ Yes _____ No

   ▪ If yes, proceed to item 2 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 to item 2 below.

2. Do you have at least one set of student learning assessment data for each new business program for which you are seeking accreditation?
   _____ Yes _____ No

   ▪ If yes, proceed to items 3-12 below.

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

3. When is your next site visit for reaffirmation of IACBE accreditation? _____ 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 is your primary contact for the IACBE and who votes 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 new program accreditation by the IACBE, affirming our commitment to abide by the accreditation policies and procedures of the IACBE 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 unit[1] 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. A copy of the most recent catalogs, bulletins, prospectuses, marketing brochures, or other materials that describe the institution's undergraduate and graduate degree programs. If this material is online, provide the website address for and an electronic version of this material (e.g., a document such as a PDF file):

   Website Address: _____

4. A listing of the new business programs for which the academic business unit is seeking accreditation. This listing must also include all majors, concentrations, specializations, emphases, focus areas, options, tracks, fields, and streams contained within the programs. In addition, identify all locations at which the programs are offered (if the programs are 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)

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[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.

Business Program	Location(s)	Partner Institution(s)

Note: 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 education[2] 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.

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.

5. For each of the programs listed in item 4 above (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/diploma designation or program name. (**Note**: Student names and other confidential information on these documents may be redacted.)

6. For each of the new programs listed in item 4 above (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), a description of the curricular requirements for the program. If this information is found online and/or is included in the

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[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.

institution's catalogs, prospectuses, marketing brochures, or other materials, provide the URL address(es) for the location(s) on your website where this information can be found and/or the page numbers for the relevant sections of the catalogs, prospectuses, marketing brochures, or other materials (add rows in the table as needed):

Program	Description of Curricular Requirements	
	Website Address	Page Numbers

7. For each of the new programs listed in item 4 above (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), an identification of the academic unit that administers the program, the name and title of the program coordinator (e.g., dean, director, department/division chair, program director, etc.), the total number of credit hours (or contact hours as applicable) required to earn the degree or diploma, the number of credit hours (or contact hours) in the program that are in the traditional areas of business education, and the percentage of the total number of credit hours (or contact hours) required for the degree or diploma that is composed of credit hours (contact hours) in the traditional areas of business education (add rows in the tables as needed):

Program	Academic Unit Administering the Program	Program Coordinator (Name and Title)

Program	Total Number of Hours Required for Degree/Diploma	Number of Hours in the Traditional Areas of Business Education	Percentage of Hours Required for Degree/Diploma Composed of the Traditional Areas of Business Education

Program	Total Number of Hours Required for Degree/Diploma	Number of Hours in the Traditional Areas of Business Education	Percentage of Hours Required for Degree/Diploma Composed of the Traditional Areas of Business Education

8. For each of the new programs listed in item 4 above (including each major, concentration, specialization, emphasis, focus area, option, track, field, and stream contained within the program), an identification of the program's mode of delivery; this can be fully on-ground, hybrid delivery, or fully online; please indicate all that apply for each program by placing a check-mark in the appropriate cells in the table (add rows in the table as needed):

Program	Delivery Mode		
	Fully On-Ground	Hybrid	Fully Online

9. For each of the new programs listed in item 4 above (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

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

10. An identification of the locations at which the new programs listed in item 4 above are offered that the institution wishes to exclude from the accreditation review, along with the rationale for exclusion (add rows in the tables as needed):

Locations Requested to be Excluded from Review	Rationale for Exclusion

11. Student learning assessment information for each new program for which the academic business unit is seeking accreditation. The student learning assessment information must conform to IACBE expectations and requirements as outlined in the IACBE handbook entitled "*Guidelines for Preparing an Outcomes Assessment Plan.*" (**Note**: This document is available for download from the IACBE website at: www.iacbe.org/oa-documents.asp.)

Student learning assessment information must be prepared using the form provided below (**Note**: A separate student learning assessment table must be completed for each new program for which the academic business unit is seeking accreditation. In the table, delete rows that do not apply to the programs. Italicized entries in the table represent items for which the academic business unit should submit its own information. Add rows in the table as needed.)

Student Learning Assessment for (*Program 1*)	
Program Intended Student Learning Outcomes (Program ISLOs)	
1. *Program Learning Outcome 1* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
2. *Program Learning Outcome 2* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
3. *Program Learning Outcome 3* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
4. *Program Learning Outcome 4* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
5. *Program Learning Outcome 5* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
6. *Program Learning Outcome 6* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
7. *Program Learning Outcome 7* Key Learning Outcomes to which this Outcome is Linked: *List of Key Learning Outcomes*	
Assessment Instruments for Intended Student Learning Outcomes—Direct Measures of Student Learning:	**Performance Objectives (Targets/Criteria) for Direct Measures:**
1. *Direct Measure 1* Program ISLOs Assessed by this Measure: *List of Outcomes*	*Objective (Target/Criterion) for Direct Measure 1*
2. *Direct Measure 2* Program ISLOs Assessed by this Measure: *List of Outcomes*	*Objective (Target/Criterion) for Direct Measure 2*

Assessment Instruments for Intended Student Learning Outcomes—Indirect Measures of Student Learning:	Performance Objectives (Targets/Criteria) for Indirect Measures:
1. *Indirect Measure 1* Program ISLOs Assessed by this Measure: *List of Outcomes*	*Objective (Target/Criterion) for Indirect Measure 1*
2. *Indirect Measure 2* Program ISLOs Assessed by this Measure: *List of Outcomes*	*Objective (Target/Criterion) for Indirect Measure 2*