**New Program Review Process**

If an institution and its academic business unit begin to offer new business programs after accreditation has been granted, but before the next reaffirmation review, then the IACBE must be notified of these new program offerings. For IACBE purposes, a new business program is defined to be any business program that:

* is added to an institution’s offerings subsequent to the granting of accreditation;
* is substantially different than the programs that are already accredited by the IACBE; and
* does not appear in the listing of accredited programs that are identified in the institution’s accreditation letter.

These new programs may be newly created, or they may be existing programs transferred to the academic accounting unit to administer.

If the academic business unit wishes to have any new business programs accredited prior to its next reaffirmation review, the following criteria must be satisfied:

* Each new program must have at least one set of graduates for which there are learning outcome assessment results.
* A self-study must be submitted for the new programs that addresses the ‘New Program Accreditation Principles’ as detailed in the *New Program Accreditation Manual*. **Note**: This manual is available for download at: [Accreditation Documents](http://www.iacbe.org/accreditation-documents.asp).
* An outcomes assessment plan that addresses student learning assessment must be developed for each new program.

**Requirements for New Program Accreditation**

For the new business programs of an academic business unit to be considered for accreditation by the IACBE, the academic business unit must:

1. Submit an application for new program accreditation, an application supplement containing programmatic information, and pay the application fee. Applications must be approved and signed by the institution’s chief executive officer (i.e., president, chancellor, director general), affirming the academic business unit’s commitment to abide by the IACBE’s accreditation policies and procedures and to attaining and maintaining excellence in business education. The application must be submitted and the fee must be paid at least 180 days prior to the Board of Commissioners review of the new programs.
2. Submit an outcomes assessment plan that addresses student learning assessment for each new program for which the academic business unit is seeking accreditation. The assessment plan must encompass all of the new programs, must conform to IACBE expectations and requirements as outlined in the IACBE document entitled “*Guidelines for Preparing an Outcomes Assessment Plan*,” and must be prepared using the assessment plan template developed by the IACBE.
3. Prepare a new program self-study.
4. If applicable, undergo a site-visit (contact the IACBE to determine if the program will require a site visit).
5. Be reviewed by the IACBE Board of Commissioners.

Until the Board of Commissioners has reviewed and granted accreditation to any new programs, the academic business unit and its parent institution must not list the new programs among those that are accredited by the IACBE.

Guidelines for preparing the new program self-study are found in the IACBE’s *New Program Accreditation Manual*. It is essential that these guidelines be followed when preparing the self-study. Incomplete, inaccurate, or poorly organized information may jeopardize a program’s potential for accreditation.

A preliminary draft copy of the self-study must be submitted to IACBE headquarters at least 90 days prior to the scheduled review by the IACBE Board of Commissioners. Upon receipt of the draft self-study, IACBE staff will contact the academic business unit to schedule a telephone consultation for the purpose of conducting an initial technical review of the self-study for completeness and accuracy. This technical review will not include any judgments regarding the quality of the responses contained in the self-study, nor will it evaluate the extent of the academic business unit’s compliance with the IACBE’s Accreditation Principles, policies, and requirements. These determinations are the prerogative of and will be made by the Board of Commissioners.

The purposes of the technical review are:

* to identify any technical issues associated with the academic business unit’s self-study (i.e., missing, incomplete, and/or inaccurate information) and
* to help to ensure a smooth visit by the site-visit team. Any missing or incomplete responses and inaccurate information will be communicated to the academic business unit during the technical review consultation.

Subsequent to the review, the academic business unit will then revise its self-study accordingly to ensure that it is complete, addresses all Accreditation Principles, and is in the appropriate format with accurate tables. The revised, final self-study must be submitted to IACBE headquarters at least 30 days prior to the review by the Board of Commissioners. No accreditation review will be conducted until the IACBE has received the final self-study documents.