**International Accreditation Council for Business Education**



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|  | Application for  Special Accounting Accreditation | |  |
|  | Institution |  |  |
|  | Date |  |  |
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| International Accreditation Council for Business Education  11374 Strang Line Road  Lenexa, Kansas 66215  USA |



**Application for Special Accounting Accreditation**

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| 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 an accredited member or a Candidate for Accreditation by the IACBE?

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| --- | --- | --- | --- | --- |
|  | 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.

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

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| --- | --- | --- | --- |
|  | 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Month |  | Year |

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

**If this application is being submitted for concurrent review along with reaffirmation of accreditation or first-time accreditation you do not need to complete items 5, 6, 7, or 8 or submit the application supplement materials.**

1. 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): | |  |

1. 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): | |  |

1. 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): | |  |

1. 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): | |  |

1. 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.
2. Enclose all required information/materials as outlined in the Application Supplement with your application package.
3. Submitted herewith is our application for special accounting accreditation, affirming our commitment to abide by the IACBE’s accreditation policies and procedures and to attaining and maintaining excellence in business education.

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| --- | --- | --- | --- |
| Signature of Chief Executive Officer: |  | Title: |  |
| CEO’s printed name: |  | Date: |  |

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

IACBE World Headquarters

11374 Strang Line Road

Lenexa, Kansas 66215

USA

**Application Supplement**

**If this application is being submitted for concurrent review along with reaffirmation of accreditation or first-time accreditation, you do not need to submit the application supplement materials.**

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.

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

**Note**: For institutions for which the academic business unit[[1]](#footnote-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.

1. 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.

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]](#footnote-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.

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.

1. 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.

1. 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 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)** |
| --- | --- | --- |
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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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)