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**Application for New Location Approval**

**To add new locations that will offer already accredited programs, provide the following the new location. Complete a separate application for each new location.**

**Submit the completed application to** [**iacbe@iacbe.org**](mailto:iacbe@iacbe.org)

**Name of School:** Click or tap here to enter text.

**Name and contact information for individual submitting the application:** Click or tap here to enter text.

1. Will the program(s) being offered at the new location use the same outcomes assessment plan as the program(s) being offered at already approved locations?

Yes - complete the remainder of the application

No - contact the IACBE office to determine the appropriate process

1. Provide the following information about the new location:
2. Name of the location Click or tap here to enter text.
3. Physical address of the new locationClick or tap here to enter text.
4. Main phone number for the new location: Click or tap here to enter text.
5. Name of partner institution (if applicable): Click or tap here to enter text.
6. Name of the individual who oversees the location (for example, the campus director): Click or tap here to enter text.
7. Phone number and email for the individual identified above: Click or tap here to enter text.
8. Has the new location been approved by your institutional accreditor or government body that provides recognition?   
   Yes  No  Not Applicable
9. If the answer to the answer to the above question is no, please discuss your plan for obtaining the approval.   
   Click or tap here to enter text.
10. Provide the following information – list each business program that is being offered or is planned to be offered at the new location. If the program has not yet enrolled student indicate “none enrolled”. Add rows as needed.

Business Programs Offered/To Be Offered at New Location

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **NUMBER OF STUDENTS BY HEADCOUNT** | | |
| **CURRENT YEAR** | **YEAR**  **PRIOR** | **TWO YEARS**  **PRIOR** |
| **ASSOCIATE-LEVEL PROGRAMS** | | | |
|  |  |  |  |
| **BACHELOR’S-LEVEL PROGRAMS** | | | |
|  |  |  |  |
| **MASTER’S-LEVEL PROGRAMS** | | | |
|  |  |  |  |
| **DOCTORAL-LEVEL PROGRAMS** | | | |
|  |  |  |  |

1. Do you have processes in place to ensure that the quality of educational services (for example: curriculum, instruction, etc) at the new location(s) is comparable to those provided at other locations.   
   Yes  No   
     
   If the answer is no, explain how you will ensure that the quality of educational services at the new location(s) is comparable to those provided at other locations. Provide a timeline for this process.  
   Click or tap here to enter text.
2. Do you have processes in place to ensure that the resources available at the new location(s) are comparable to those provided at other location(s) and are sufficient to support high-quality teaching, learning, and scholarly environments for the unit’s faculty and students at those campuses, locations, and sites.   
   Yes  No   
     
   If the answer is no, explain how you will ensure that the resources available at the new location(s) are comparable.  
   Click or tap here to enter text.
3. Provide any additional information that may assist the staff and Board of Commissioners in their review of the application for approval of a new location.  
   Click or tap here to enter text.