



---

---

Application for  
Candidacy Status

---

---

Institution \_\_\_\_\_

Date \_\_\_\_\_

International Accreditation Council for Business Education  
11374 Strang Line Road  
Lenexa, Kansas 66215  
USA



## **Application for Candidacy Status**

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 Educational Member of the IACBE?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, proceed to item 2 below.
- If no, the academic business unit must first become an Educational Member of the IACBE.

2. Do your institution's business programs have enrolled students for at least two years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, proceed with items 3-11 below.
- If no, the institution's academic business unit is not eligible for candidacy at this time.

3. If applicable, what is the organizational name of your academic business unit (e.g., department, division, school, college, institute, academy, faculty of business, etc.)? \_\_\_\_\_

If the information requested in items 4-7 has already been provided and has not changed, please indicate "no change".

4. 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): \_\_\_\_\_

5. 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): \_\_\_\_\_

6. 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 :

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 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): \_\_\_\_\_

8. Enclose a check with your application package or contact the IACBE office at 1-913-631-3009 or by email at [iacbe@iacbe.org](mailto:iacbe@iacbe.org) for additional payment information and options.

9. Enclose all required information/materials as outlined in the Application Supplement with your application package.

10. Submitted herewith is our application for candidacy status with 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: \_\_\_\_\_ Title: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

11. 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

Please enclose the following information/materials with your application package:

1. Evidence that your parent institution has current 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.
2. A copy of or link to the most recent catalogs, bulletins, or other materials that describe the institution's undergraduate and graduate degree programs.

Website Address: \_\_\_\_\_

3. The mission statement of your academic business unit:<sup>1</sup>

<b>Mission of (<i>Name of Your Academic Business Unit</i>)</b>

4. A listing of the business programs (including each major, concentration, or other name for a disciplinary component), and the locations at which they are offered, that the institution wishes to include in the candidacy review (add rows in the table as needed):

<b>Programs Requested to be Included in Review</b>	<b>Locations Requested to be Included in Review</b>

---

<sup>1</sup> 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.



7. The total headcount enrollment of the institution as a whole: \_\_\_\_\_
8. For each of the programs to be included in the accreditation review (including each major, concentration, or other name for a disciplinary component),
- the total enrollment by headcount in the program for each of the past three years and
  - the number of degrees conferred in the program for each of the past three years  
(add rows in the table as needed),

Program	Enrollment			Number of Degrees Conferred		
	Current Year	Current Year	Current Year	Last Year	Last Year	Last Year
<b>Totals</b>						

**Note:** In the totals for each of the years identified in the table, please do not double-count students who are pursuing or pursued multiple programs, e.g., students who pursued both a finance program and a marketing program. In other words, the figures should simply be headcount enrollments regardless of the number of programs that the students are or were pursuing.

9. A listing of full-time faculty members who teach in the business programs to be included in the accreditation review, along with their highest-earned degrees, degree disciplines, the institutions from which their degrees were earned, their titles, and their teaching areas; if the institution employs no full-time faculty, list those faculty members who are used on a regular or continuing basis. This listing should also include all full-time and ongoing/continuing personnel who have administrative or other service responsibilities, but who also teach in the business programs; these personnel would include any deans, directors, department/division chairs, program directors/coordinators, etc. who teach in the business programs (add rows in the table as needed):



11. For institutions located outside of the U.S., an identification of the language(s) in which each of the institution’s business programs to be included in the accreditation review is taught:

Program	Language(s) in which Program is Taught

12. Figures for the most recent fiscal year for total unrestricted educational and general expenditures for the institution as a whole, for all academic instructional units of the institution combined, and for each academic unit that administers the business programs to be included in the accreditation review (add rows in the table as needed):

Organizational Unit	Total Unrestricted Educational and General Expenditures
Institution as a Whole	
All Academic Instructional Units Combined	
(Academic Unit Administering Business Program)	
(Academic Unit Administering Business Program)	
(Academic Unit Administering Business Program)	

**Note:** For the entries that appear in parentheses in the table above, the institution should provide the specific names of the academic units that administer its business programs. For institutions for which the academic business unit is the institution (i.e., institutions that consist of no academic instructional units other than the academic business unit), provide figures for the first two rows in the table only.



13. A current and complete outcomes assessment plan. The assessment plan must encompass all business programs for which the institution is seeking accreditation, must conform to IACBE expectations and requirements as outlined in the IACBE handbook entitled "*Guidelines for Preparing an Outcomes Assessment Plan*," and must be prepared using the assessment plan template developed by the IACBE. (**Note:** These documents are available for download from the IACBE website at: [www.iacbe.org/oa-documents.asp](http://www.iacbe.org/oa-documents.asp).)

14. Organizational charts for the institution and for each academic unit that administers the business programs for which the institution is seeking accreditation.

**Note:** For institutions for which the academic business unit is the institution (i.e., institutions that consist of no academic units other than the academic business unit), provide the organizational chart for the institution.